

Georgia Public Library
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Library Trustees
Craig Volatile-Wood, Chair
Deb Mann, Vice Chair
Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Nicole Jamison, Trustee

Georgia Public Library Trustee Meeting
Wednesday, April 16, 2025 4:45pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Deb Mann & Craig Volatile-Wood
Staff Present: Bridget Stone
Guests Present: Raymond Mann

1. Call to order: 4:46pm
2. Additions, deletions, or changes to the Agenda.
 - K. Caspers requested the addition of Open Meeting Law discussion, added to New Business.
 - T. Cleveland requested the addition of Bonus Pay for GPL employees, added to the Treasurer's report.
 - B. Stone requested the addition of discussion on Library Director's Role and Head of Department, requested the discussion be held in Executive Session, and requested Executive Session be moved up to Agenda Item #3.

3. Executive Session (moved from Agenda Item #8)
Chair Volatile-Wood would entertain a motion to enter into executive session to discuss Personnel which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.
Chair Volatile-Wood would entertain a motion to enter into executive session to discuss the above with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to Move into Executive Session at 4:49pm

Motion made by K. Caspers, Seconded by T. Cleveland

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

Motion to invite B. Stone to join the Executive Session

Motion made by N. Jamison, Seconded by T. Cleveland

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

Motion to exit from Executive Session at 5:26pm

Motion made by T. Cleveland, Seconded by Vice Chair Mann

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

No action taken following Executive Session.

4. Approve Minutes from the 3/19/2025 Library Trustee Meeting
 - T. Cleveland questioned if Library Director is considered part of a Trustee committee or if they are consulting with the committee. Discussion ensued. T. Cleveland said she will consult with Paul Jansen of the Georgia Selectboard.Motion to approve minutes with minor grammatical change.

Motion made by K. Caspers, Seconded by Vice Chair Mann

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

5. Treasurer's Report

(a) Monthly Report- T. Cleveland distributed a January-March 2025 budget document listing expenses and income for the first quarter. 25% of the budget has been spent, with 75% remaining for 2025.

(b) GPL Budget Discussion- Discussion on where to allocate the \$609.92 in income.

Motion to allocate \$609.92 in GPL income to Adult Book purchases.

Motion made by N. Jamison, Seconded by T. Cleveland

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

(c) Bonus Pay- T. Cleveland requested the Trustees pay the GPL employees a bonus in lieu of retroactive pay raises as the Town of Georgia Selectboard voted for Town staff raises to run April-March, with no back pay for January-March. GPL budgeted for the back pay and is requesting the Trustees approve a lump sum bonus to all GPL employees in the amount of \$1621 in lieu of back pay.

- GPL Trustees approved the Operation Budget, which included raises, at the November 13, 2024 Trustee meeting.
- Prior to the Town budget passing on Town Meeting day, the Town Administrator told 2024-2025 Trustee Chair T. Cleveland that the raises would be retroactive to January 1st.
- K. Caspers let the Trustees know that no other department at the Town of Georgia was given retroactive pay or bonus in lieu of raise.
- The Town of Georgia Selectboard voted that Town employee raises would begin on April 1st and there would be no retroactive pay at the Selectboard meeting on March 24, 2025.

Motion to approve the total of \$1621 bonus for all GPL employees in lieu of retroactive raise pay.

Motion made by T. Cleveland, Seconded by N. Jamison

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

- This subject was revisited at the end of the meeting. K. Caspers questioned if N. Jamison should have recused herself for Conflict of Interest. No revote following Roberts Rules of Order was taken at the time.

6. Library Director's Report

- B. Stone reported hiring a new Library Assistant to begin April 25th. She is also conducting interviews for another library assistant. These new hires will be trained over the next several months and will replace the current Library Assistant who is leaving in July. T. Cleveland confirmed the salary for extra employee hours is in the GPL budget.
- B. Stone will take vacation from June 25-July 9, 2025. The GPL will be covered by additional staff during this time.
- The Library Director attended a cataloging training for Catamount Consortium at the Manchester, VT library on April 15, 2025.
- GPL Staff B. Stone, Megan Jamison and Leslie Ryan will attend the 2025 Vermont Library Conference in Killington, Vermont on May 19th.
- The "Peeps" Diorama contest is in full swing at the library- come visit and see these amazing dioramas for yourself!

7. Old Business

(a) Policy Update: K. Caspers distributed a handout with the edits to the sections of the library policies that have been reviewed by the Policy Committee. The final edits will be made and submitted to the Trustees for review prior to the next meeting. The timeline for approval and finalization was discussed.

- B. Stone questioned K. Caspers on reaching out to the Vermont Department of Libraries without copying her on emails. Discussion ensued.
- (b) Appreciation Potluck: The event will be held on April 30, 2025. N. Jamison reported several RSVPs and many kind messages have been provided for the event.
8. Old Business
- (c) Overview of the March 24th meeting with the Selectboard- a GPL Building Revitalization Committee was formed to determine the viability of the library building to reach ADA compliance. The Committee includes Selectboard members Paul Jansen, Brian Dunsmore; GPL Trustees Deb Mann and Terry Cleveland; and Library Director Bridget Stone.
- The Committee met with a VLCT representative at the library on April 7th to review the building and discuss options. Grants or Town bond were discussed as potential options. The work for additional electrical outlets is on hold until more information is gathered.
- (d) Open Meeting Law (OML) Discussion: VLCT and VT Secretary of State OML trainings are available, K. Caspers will send the links to Trustees and Library Director. Discussion of best practices ensued.
- Options for posting the recordings of the Trustee meetings were discussed.
 - The Town of Georgia has experienced a hardship in downloading and posting the videos to their website to comply with OML.
 - R. Mann, who works in IT, gave suggestions for audio recordings, Microsoft Teams or Facebook Live.
 - K. Caspers will request the Town of Georgia website managers post audio recordings of the Trustee meetings.
9. Plan Next Meeting: Wednesday, May 21, 2025 at 4:45pm at the Georgia Public Library. It was agreed that regular Trustee meetings would occur on the third Wednesday of every month for this term.
10. Adjourn
- T. Cleveland made a motion to adjourn at 7:17 p.m. N. Jamison seconded. All in favor.