

Georgia Public Library
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Library Trustees
Terry Cleveland, Chair
Sara Walker, Vice Chair
Kollene Caspers, Secretary
Bob Giroux, Treasurer
Deb Mann, Trustee at Large

Georgia Public Library Trustee Meeting
Wednesday, December 18, 2024 4:00pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Sara Walker & Deb Mann
Staff Present: Bridget Stone

1. Call to order: 4:02pm
2. Additions, Deletions, or changes to the Agenda
 - B. Giroux asked to add a 4(c) to the Agenda to discuss the Capital Budget.
3. Approve the minutes
 - **11/22/24 Library Trustee Meeting Minutes** Approved with changes to the language on inflationary trends eating into the library's operating budget. S. Walker made the motion, T. Cleveland seconded, all in favor.
 - **12/12/24 Library Trustee Meeting Minutes** Approved with changes to language regarding leave; change to the language regarding volunteers and the library's desire to have two adults present while the library is open; and change to the language regarding funding for online/electric resources. S. Walker made the motion, B. Giroux seconded, all in favor.
4. Treasurer's Report
 - (a) Monthly Report: B. Giroux provided a handout with the projected financial report for 2024, from 1/1/2024 to 12/17/2024. There were still funds available from both the Northwestern Counseling & Support Services and Winnie Bell Learned Grant available, will use this combined \$1,429.00 to buy craft supplies.
 - B. Giroux and B. Stone will meet on 12/19/24 to discuss book supplier delays and examine the year-end budget.
 - (b) Review 12/16/24 Budget Meeting with the Selectboard: The Trustees felt the meeting was very successful. The Selectboard listened to the Library Trustees and Director, asked some tough questions, and explained the amount of impact fees to the library will increase throughout 2025 for disbursement in 2026.
 - (c) Capital Budget: The Trustees discussed the 2025 Capital budget; B. Giroux provided a handout from the Selectboard.
5. Library Director's Report
 - B. Stone introduced a new Best of 2024 display, Megan has been busy decorating and putting together displays.
 - The Giving Tree and Girl Scout donation box were very successful this holiday season.
 - New display items and signage for the bookshelves were introduced, including front facing books to display book titles.

- The library hosted a “recycle wrap” program, allowing individuals to decorate plain paper to be used for wrapping paper. Other programs are planned in the near future to utilize the stash of recycled paper.
- Two factor authentication for email is now completed on the tablet rather than phone for greater ease of access.
- Green Mountain Library Consortium (GMLC), providing services to Libby, is raising prices from twenty cents per checkout to thirty cents per checkout. This will raise the rate to \$1,721 for 2025, which must be paid for before the end of the year. The Trustees agreed to keep GMLC. B. Stone and B. Giroux will examine the remaining funds in the 2024 budget to cover this purchase.

6. Old Business

- Policy Review:
- K. Caspers disbursed copies of the policies currently on the library website, the Trustee Bylaws, and a Vulnerable Persons policy.
- The Bylaws will need to be corrected, the Secretary must post meeting minutes within 5 calendar days.
- The Library Policies need to include language regarding the right to privacy, and the minimum age for Confidentiality needs to be changed to 12 years old, per Vermont statute (22 VSA §171-173). This language should be in place by January 1, 2025. Additional statutory requirements will affect the following library policies: 1.2.5, 1.2.6, 2.5.1 and the Trustee Bylaws.
- Hazardous Materials Policy was discussed, still waiting for the Town of Georgia to enact a policy.
- Ethics Policy was recently updated, and the Town’s Personnel Policy is also under review.
- Discussion around the Town of Georgia personnel policy and the Narcan policy should also be reviewed.
- All policies will be reviewed by the Board members over the next few weeks until the next Trustee meeting. Changes will be proposed and made at that time.
- Employee Reviews were discussed. T. Cleveland as Chair will meet with B. Stone for end of year review, report will be given at the next Trustee meeting. Trustees are welcome to provide questions for T. Cleveland to include in the review.

7. New Business

(a) Public Meeting to Discuss Library and Budget

- Town of Georgia budget meeting with Selectboard is 1/6/2025, the Trustees will communicate via Facebook to support the library at the meeting. K. Caspers will warn the meeting so all Trustees can be present and speak.

(b) Discuss setting up Architectural Design Meeting

- T. Cleveland will send an email to the Selectboard for clarification of duties and action for both the architectural design and upgrading the electrical outlets.

8. Other Business

Plan Next Meeting:

- January 16, 2025 at 4pm at the Georgia Public Library: Policies should be examined and updated, the budget meeting will be discussed as well as follow up with action items outlined in these minutes. K. Caspers will invite new Town Administrator Stacy Katon to the meeting.

9. Executive Session

- Motion to enter into Executive Session to discuss a Personnel matter at 4:19pm. T. Cleveland made the motion, D. Mann seconded. All in favor.
- Motion to exit from Executive Session at 4:31pm. B. Giroux made the motion, D. Mann seconded. All in favor.
- No action was taken.
- Motion to enter into Executive Session to discuss a Personnel matter at 5:00pm. T. Cleveland made the motion, D. Mann seconded. All in favor.
- Motion to exit from Executive Session at 5:04pm. B. Giroux made the motion, T. Cleveland seconded. All in favor.
- Action taken: Motion to approve an end of year bonus to the library assistant, in the amount equivalent to the hours they would have worked 11/28, 12/24, 12/25, 12/31 and 1/1 /25 (approximately \$180). T. Cleveland made the motion, K. Caspers seconded. All in favor.

10. Adjourn

- S. Walker made a motion to adjourn at 5:52 p.m. All in favor.