



# GEORGIA VERMONT

## Georgia Public Library Trustee Meeting Wednesday, April 15, 2026 at 5:00 PM Georgia Public Library Community Room Minutes

All Georgia Public Library Trustee Meetings are recorded and can be viewed in full:  
<https://www.georgiapubliclibraryvt.org/library-board-of-trustee-meeting-recordings.html>

### 1. CALL TO ORDER 5:02PM

#### TRUSTEES PRESENT

Chair Ben Chiappinelli, Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Therese Cleveland, Member at Large Heather Dunsmore

#### STAFF PRESENT

Mindy Grange, Bridget Stone

#### PUBLIC PRESENT

Kellie Bosenberg, Natasha Halverson (via Zoom)

### 2. PUBLIC COMMENT (For items not on agenda)

- No comments from the public.

### 3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- T. Cleveland requested the addition of reallocating United Way grant money for purchasing only books and not staff time.

### 4. APPROVAL OF MINUTES

A. Georgia Public Library Trustee Regular Meeting Minutes: March 18, 2026

B. Georgia Public Library Trustee Special Meeting Minutes: March 25, 2026

Motion to approve both sets of minutes with changes.

Motion made by H. Dunsmore, Seconded by T. Cleveland

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

### 5. TREASURER REPORT

A. Q1 Update- Library purchases in Q1 included salaries, insurance, adult books, children's books, Inter Library Loan, online electronics, website, copier fees and the like.

B. United Way Grant Reallocation of Funds.

- T. Cleveland requested the remaining \$6,766 in United Way grant money to be allocated solely for the purchase of books, supplies and background checks. This had been originally allocated for books and hourly salary work while in service of the grant.

Motion to reallocate the United Way grant money toward books, supplies and background checks.

Motion made by H. Dunsmore, Seconded by S. Savich

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

## 6. LIBRARY DIRECTOR REPORT

A. Personnel – Chair Chiappinelli addressed the HR Committee meeting, reporting all outstanding background checks and personnel files have been given to the Town Administrator at the Town of Georgia as requested for compliance with the Town's Personnel Policy.

B. Facilities –

- Additional signage for the new interior cameras was discussed.
- The back hallway of the library was cleared.
- Available library items were offered to other Town departments, would like to offer these items to the community.

Motion to approve Library Director to advertise available library items on the internet.

Motion made by T. Cleveland, Seconded by H. Dunsmore.

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

C. Programming

- Crafternoons and Chess Club has been well-attended. Fiber Arts club is working on charity projects.

## 7. NEW BUSINESS

A. Library Director Scope of Duties, Job Description – Discussion on updating the Library Director's Job Description. Secretary Caspers will send the latest version to the Trustees for review at the next regular meeting.

B. Trustee Duties Clarification – Discussion on Trustees making decisions alone verses as a Trustee Board.

- B. Stone said day-to-day operation decisions should be made by the Library Director.
- Budget approval should have a limit when Board of Trustee vote is necessary. Trustees discussed a number that would trigger board approval.
- Grant money allocations and spending was discussed, in terms of grant spending in the scope of a grant.
- The Trustees discussed grant money spending outside the scope of the grant, as well as spending other funds not allocated in the budget.

Motion that any library spending costs that surpasses \$1,000 and is not covered by either a budget line item or by the scope of an approved grant be brought to the Board of Trustees for approval.

Motion made by Chair Chiappinelli, Seconded by H. Dunsmore.

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

C. 2026 Budget – Treasurer Cleveland provided a budget document for the Trustees.

- K. Caspers said 2026 Impact Fees could not be used in 2026, explained Zoning Impact Fees and the Town Impact Fee Ordinance language.
- Discussions on allocating 2025 Impact Fees, grant monies, and providing adequate funding for library salaries.

- K. Bosenberg explained the reasoning behind the Selectboard's level funding the library in 2026.
- Raise for the library director was discussed, Chair Chiappinelli said the Trustees could not give the Library Director a raise when library staff salaries will be over-budget for the year.
- K. Caspers inquired about the grant funding paid classes for staff member M. Grange. The classes were in marketing and social media, as well as the library certificate program. M. Grange confirmed that now that the grant has completed she is no longer paid by GPL for time spent in class.
- Chair Chiappinelli explained the library has a working budget in the 2025 Town Report that was approved by the Town of Georgia on Town meeting day. The allocation of funds is solely for the purpose of impact fees and grants. Some budget line items will be overspent and underspent to stay within the budget the Town has appropriated.
- No Trustee vote was taken, as the 2026 GPL Budget was approved by the last board of Trustees for the Town report.

## **8. OLD BUSINESS**

- A. Cleaning Company – The new cleaning company will require 3 hours of work per week, and was given a 75 cent increase on April 1<sup>st</sup>.

Motion to approve \$25.75 per hour for three hours of cleaning the library once a week.

Motion made by K. Caspers, Seconded by H. Dunsmore

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

- B. Background Checks

- All background checks have been submitted to the Town Administrator. See minutes from HR Committee in committee reports.

- C. Memorandum of Understanding with the Town of Georgia

- No updates, still with the Town attorney. Selectboard Chair Bosenberg has spoken with the attorney and the MOU was passed to another attorney for review.

## **9. OTHER BUSINESS**

- A. Committee Reports:

i. Security Committee - Discussion on the committee's meeting, and subsequent letter emailed to Trustees and Selectboard. The Trustees will review the letter and return comments at the next regular meeting before submitting to the Selectboard. K. Caspers will send the Vermont Department of Libraries model Security Camera policy to the Trustees for review for the next regular meeting.

ii. Policy Committee – Discussion on the library's personnel policy and job descriptions removal and future Security Camera Policy.

iii. HR Committee – See Library Director Personnel Report (6A) above.

iv. Building Revitalization Committee - Next meeting is on April 21 at 4pm.

## **10. PLAN NEXT MEETING**

- Georgia Public Library Special Trustee Meeting with the Selectboard, April 22, 2026
- Georgia Public Library Regular Trustee Meeting, May 20, 2026

## **11. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires two-thirds vote)**

- No executive session was needed.

## **12. ADJOURN**

Motion to adjourn at 7:55PM

Motion made by T. Cleveland, Seconded by H. Dunsmore

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

**Posted to the Town website.**

**Signed: Kollene Caspers, Trustee Secretary**

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