

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

Georgia Public Library Trustee Meeting
Wednesday, February 18, 2026 4:45pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann & Craig Volatile-Wood

Staff Present: Bridget Stone, Mindy Grange

Guests Present: Kellie Bosenberg, Sarah Savich, Jeanette Warn, Patricia Duncan, Natasha Halverson (via phone).

1. Call to order: 4:47pm
2. Additions, deletions, or changes to the Agenda:
 - T. Cleveland requested the addition of discussion on the Memorandum of Understanding. To be added as 7c.
 - K. Caspers requested the addition of an Executive Session to discuss a Legal Matter. To be added as 9.
 - N. Jamison requested the addition of discussion of the Ethics/Conflict of Interest Complaint. To be added as 8d.
 - The Trustees approved the addition of the above agenda items.
3. Public Comment:
 - Jeanette Warn was present and shared her support of Women's History Month with the Library Trustees and Staff and encouraged collaboration with the Franklin County Women for Democracy of area events celebrating and recognizing Women's History.
 - Patricia Duncan was present and read her email sent to the Library Board of Trustees and Selectboard members in support of the library and share her concerns with library funding and safety measures.
 - K. Bosenberg introduced herself as a Selectboard member for the Town of Georgia and wanted to clarify misinformation that library staff were not given pay raises. The Library Board of Trustees are given a budget from the Selectboard and it's the GPL Trustees who determine how the money is allocated.
 - Natasha Halverson called in to express her support for the library, commend the library director on securing grants to supplement the library budget, thank the Trustees for their service and encourage everyone to speak up on Town Meeting Day in support of the GPL.
4. Minutes:
 - (a) Approve Minutes from the 1/21/2026 Library Trustee MeetingMotion to approve minutes with changes to the wording of grant requests to Selectboard, changing the verbiage for the discussion on closing the library for lack of staff, number of trained substitutes, and Teen Advisory Board information.
Motion made by T. Cleveland, Seconded by C. Volatile-Wood.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

5. Treasurer's Report:

(a) Monthly Report- T. Cleveland provided the Trustees a report on January 2026 expenses.

- T. Cleveland answered Trustees questions on expenses.

(b) Grant Update-

- T. Cleveland answered questions on the United Way Grant. She will not bill again until April, the grant will terminate June 30, 2026 and programming for the grant will begin soon.

(c) Approval of Engineer's Bill- T. Cleveland passed out the Civil Engineering Associates, Inc. invoice for work provided from November 6, 2025 to December 10, 2025 for work associated with providing project planning, design, permitting and construction phase services for the proposed renovations to the GPL.

Motion to approve the Civil Engineering Associates invoice.

Motion made by K. Caspers, Seconded by D. Mann.

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

6. Library Director's Report:

(a) Personnel-

- The library is short-staffed, and B. Stone would like to have two individuals working at a time during open hours. She is also working on increasing the volunteer base and have a combined training for efficiency.
- K. Caspers requested discussion on hiring efforts.
- B. Stone requested hiring personnel be discussed in Executive Session.

(b) Facilities-

- The library has not had access to Microsoft Office Suite since January 1st. The software is not built into the Library's budget. Discussion was had on the Outlook system and emails given by the Town. K. Bosenberg will inquire into the Town office on the software.

Motion to approve B. Stone to purchase a license for Microsoft Suite after the Selectboard Meeting on Monday.

Motion made by T. Cleveland, Seconded by C. Volatile-Wood.

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

- M. Grange and B. Stone have been cleaning up the back room.
- A new lock was installed on the door between the food shelves and the library, as requested by B. Stone after examining the library's vulnerabilities due to a threatening phone call to the library.
- B. Stone expressed her gratitude to T. Cadieux and the seriousness which the Town of Georgia took the situation and area police for the support.
- The Trustees and Library Director discussed the panic buttons provided by the Town and testing for safety.
- Custodial services are still not up to standards, where floors, rugs and bathrooms are not being properly cleaned and trash is not taken out. The Trustees discussed alternative cleaning options.

(c) Programs-

- The library is short staffed, and it is difficult to maintain programming while running the library desk.
- The library has had some interest in creating another *Friends of the Library* group; there was a meeting between the person who is interested and a previous member of the *Friends* group. They will be meeting again in a couple of weeks. More details to come soon.

7. Old Business:

(a) GPL Revitalization Committee Update –

- The Committee had a meeting with the project architect, engineer and HVAC professional, who offered some good suggestions for heating, shelving and the library's shared well. There is another meeting on February 23, 2026 at 10am.
- S. Savich suggested a solid communication plan to get the renovation project information out to the public for Bond support in August.
- There was discussion on the Revitalization Committee being available at Town Meeting Day with information on the renovation project for the public.

(b) GPL Staff Job Descriptions – Tabled for next meeting.

(c) Memorandum of Understanding with the Town of Georgia-

- The MOU was sent to the Town Attorney for review.
- Trustees and Selectboard member K. Bosenberg discussed the changes to the MOU made by the Selectboard.
- There was discussion on the grant monies replacing salaries budgeted by the Board of Trustees with monies allocated by the Town. Clarification on the proper course of action was requested to the Town auditors.
- Discussion on grants, the Town Grant policy and procedures for applying for grants and grant management.

8. New Business:

- (a) HUD Grant discussion- The Trustees discussed the grant and application process. K. Caspers requested signature on an approval and support letter from the Board of Trustees. Due to an error in the letter, K. Caspers will revise the letter and drop off at the Library for Trustees to sign.
- (b) Inclement Weather and the Library- The Trustees discussed the Library as a warming center for extreme cold temperatures, as well as a cooling center during extreme hot temperatures as advertised by the State of Vermont. A conversation on emergency preparedness ensued.
- (c) Letter to the Selectboard clarifying misinformation reported at the 2/9/26 Selectboard meeting regarding grant funded conference- T. Cleveland sent a letter to the Selectboard. No other discussion was had on the topic.
- (d) C. Volatile-Wood is not running for another term as Library Trustee and wanted to thank the Trustees for our service, ask that they work together in the coming years and wish them good luck. C. Volatile-Wood was thanked for his time and service on the Board.

9. Executive Session-

Chair Jamison would entertain a motion to enter into executive session to discuss a Legal Matter and Personnel which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

Motion to Move into Executive Session at 6:44pm

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

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

Chair Jamison would entertain a motion to enter into executive session to discuss Legal Matter and Personnel with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite B. Stone to join the Executive Session

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

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

Chair Jamison would entertain a motion to enter into executive session to discuss Personnel with Staff Member M. Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite M. Grange to join the Executive Session

Motion made by T Cleveland, Seconded by Chair Jamison

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

K. Caspers left the meeting at 7:00pm

Motion to exit from Executive Session at 7:34pm

Motion made by C. Volatile-Wood, Seconded by T. Cleveland

Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

Action taken following Executive Session:

Motion to hire one person for 21 hours per week at \$18/ hour

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

Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

Motion to authorize the library director to make the decision to close the library if understaffed, until the staffing shortage is resolved.

Motion made by T. Cleveland, Seconded by C. Volatile-Wood.

Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

10. Plan Next Meeting: Wednesday, March 18, 2026 at 4:45pm

- Reorganization meeting.

11. Adjourn

Vice Chair Mann made a motion to adjourn at 7:40 p.m.

Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood