

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
Thursday, August 15, 2024 4:00pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Sara Walker
Trustees Absent: Deb Mann
Staff Present: Bridget Stone
Public Present: Carolyn Branagan, Jeremy Little

1. Call to order: 4:04pm
2. Additions, Deletions, or changes to the Agenda
3. Approve the minutes of the 8/7/24 Library Trustee Meeting
 - Approved with minor changes. B. Giroux made the motion, S. Walker seconded, all in favor.
4. Treasurer's Report
 - B. Giroux provided a handout with the 2024 Financial Reports as of 7/31/2024 with a detailed transaction report, grant fund information and general fund information.
 - The library will have 41.7% of the budget to spend between 8/1/2024 through 12/31/2024.
 - B. Giroux and B. Stone answered questions regarding grant money, budget lines and allocations for adult, children and young adult books.
5. Library Director's Report
 - Facilities:
 - ◆ Due to heavy rains, the books in the drop box were wet this morning. Once wet, books often cannot be saved. Todd Cadieux, Road Foreman and crew helped in reinforcing the drop box. B. Stone followed up to see if there is anything further that might be done to help extend drop box life, i.e. weatherproofing strips around door, rubber flap at slot, roof above it. Per T. Cadieux they will look at it, but may need to be replaced.
 - ◆ Selectboard member Brian Dunsmore stopped by 8/14 to review the water shut off situation. Appreciate the visit and follow up.
 - ◆ List of current outlets and load, shared with Trustees.
 - ◆ Vermont Department of Libraries (VTDOL) was contacted regarding the Capital Projects Grant. A Main Grant Administrator was hired yet left the position after 3 weeks. A new hire, Mark McClary, has now filled that role and is currently looking to hire an assistant to this position with a goal to determine awards by the end of summer, estimating "weeks, not months".
 - Personnel:

- ◆ B. Stone will be taking a two-week vacation September 4-23 and will not have access to the internet. She is currently organizing substitutes.
- ◆ Grateful to Quinn Leno for his dedicated work this summer. We wish him all the best in his future pursuits.
- ◆ B. Stone reminded the Trustees that it is the library director's responsibility to manage the library and its staff. B. Stone requested any tasks or concerns to be addressed with her and not the library staff in observance of the Chain of Command.
- Programming:
 - ◆ Based on trustee input at the last meeting with regards to teen outreach, we are starting a tween book group (ages 9-14) on 8/21. This first meeting will be an ice cream social to choose the book. Shout out to Island Ice Cream for their generosity in donating 15 pints for this event!
 - ◆ AgeWell, an advocacy and service group for senior citizens, had a table at the library on 8/13 for outreach to elders in the community. Looking forward to them coming back again with this service.
 - ◆ Summer Reading Program was a huge success! Huge thanks to all our staff and volunteers for their focused positive energy in creating this opportunity for Georgia families.
 - ◆ Summer Reading Program Final Data - June 14th through August 10th
 - 73 people signed up for Summer Reading Program
 - 565 total books reported read this summer, with additional books read that were not reported.
 - 1,826 total people came into library: 1,037 adults, 789 kids
 - 70 programs hosted: total program attendance 626 people (401 kids, 225 adults)

6. Old Business

- Capital Budget Update
 - ◆ T. Cleveland reported, Selectboard Member Paul Janson will provide a spreadsheet and information for the Library Trustees to add additional items as deemed necessary.
- Emergency Call/ Vendor List Update
 - ◆ T. Cleveland followed up, the Town of Georgia is still looking into this information.
- Hazardous Materials Policy from Town of Georgia
 - ◆ Town Administrator Cheryl Letourneau is working on a policy that will be specific to the library.
- Library Narrative in Town Plan Update
 - ◆ K. Caspers reported the Planning Commission (PC) reviewed the additional information for the Georgia Public Library provided by T. Cleveland to add to the Town Plan at the last meeting on 8/13/2024. The PC will work with ReGrowth, the company contracted to update the Town Plan, to incorporate the changes within the report.
 - ◆ Discussion to update the GPL website, including a revised link to the meeting minutes and updated biographies and pictures of Library Trustees and GPL Staff.

7. New Business

8. Other Business

A. Plan Next Meeting

- August 28, 2024 at 4pm at the Georgia Public Library

- October 9, 2024 at 4pm at the Georgia Public Library
- November 20, 2024 at 4pm at the Georgia Public Library
- December 18, 2024 at 4pm at the Georgia Public Library

9. Executive Session (if needed)

10. Adjourn

- S. Walker made a motion to adjourn at 4:52 p.m. All in favor.

APPROVED