

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, June 26, 2024 4:00 - 6:00 pm**  
**Location: Georgia Public Library**  
**MINUTES**

Attendance: Kollene Caspers, Terry Cleveland, Bob Giroux, Deb Mann, Bridget Stone, Sara Walker  
Public Present: Shannon Jenkins

1. Call to order: 4:04
2. Additions, Deletions, or changes to the Agenda
  - Move the discussion on Philo Security contract to the 4<sup>th</sup> Agenda item.
3. Approve the minutes of the 5/9/24 Library Trustee Meeting
  - Approved with no changes. B. Giroux made the motion, D. Mann seconded, all in favor.
4. Philo Security contract discussion, Shannon Jenkins, Georgia Selectboard Member (2023-2024) spoke with clarifying information and the history of the Philo Security contract with the Town of Georgia.
  - The Library Director has requested as much notice as possible from the company regarding the additional security installations at the library.
  - Two library employees will be present for the installation, or the Director and another employee with oversight of process. Doug Bergstrom will also be at the library to install additional technological equipment.
  - Miscommunication, lack of communication and the lack of clear human resources policies and protocols warrant an investigation into HR consultations or direction on standard procedures for HR issues. T. Cleveland will reach out to the Selectboard for further information.
5. Treasurer's Report
  - B. Giroux provided a handout with the 2024 Financial Reports as of 5/31/2024 with a detailed transaction report, grant fund information and general fund information.
  - The Library will have 58.3% of the budget to spend between 6/1/2024 through 12/31/2024.
  - B. Giroux will meet with Lori Hobart, the new Town of Georgia Treasurer, to bring her up to speed on the library's finances.
6. Library Director's Report
  - Facilities: There was a water leak in the furnace room on 6/14/2024. The issue was with a well pressure switch that was repaired. No further incidents have occurred with this issue. Thanks to Cheryl Letourneau and her sons for helping to clean up the water.
  - Special recognition is given to Amy Rider, GEMS librarian, for sharing books with the GPL from the GEMS library collection. This has increased the library's stock of popular titles so there are plenty for our patrons and neighbors from Fairfax. Thanks to Sara Walker and the library patterns who helped moved the many boxes to the library.

- GPL has been happy to collaborate with and welcome the Fairfax library patrons this summer. A couple new home card patrons register per day from Fairfax.
- Personnel: Grateful for the volunteer and substitute support while a staff member has been away. That staff member has returned, and there are two potential hires in the wings.
- The GPL hours have been expanded as of 6/11/2024, hours are now Tuesday, 10-6; Wednesday 10-8; Thursday 10-6; Friday 10-5; and Saturday from 9-2.
- Summer Reading Program Update: The program started on June 14th. Participation numbers from 6/14/2024-6/25/2024 includes 63 participants registered, with 14 programs run and a total of 132 in attendance at the programs.
- Library Director has started a Journal of “Good” for patrons to comment on their experiences in the journal. There has been a noted positive impact on the community and on individuals.
- Events for the GPL include a visit from Bridget Butler, the “Bird Diva” on 6/21/2024 with a presentation on the “Benefits of Buffer” with the Friends of Lake Champlain; and a collaboration with the Georgia Conservation Commission on 8/7/2024. Hannah Miller, a professor of reading at Vermont State University- Johnson Campus, visited on June 25<sup>th</sup> as part of her quest to read, write and knit and GPL was #92 on her list.

## 7. Old Business

### A. Hazardous Materials Policy:

- D. Mann presented on Hazardous Materials protocols. D. Mann and the library director have been working together to create the SDS binder that will be available to view at the library.
- D. Mann has also prepared a draft hazardous materials policy. Questions over whether the Town has a policy in place already, or if the library should create one for compliance with the law.
- T. Cleveland is going to check with the Town and departments to see if there is a policy in place already, and whether it is the library or the Town responsible should there be an OSHA violation.

### B. S220- An Act Relating to Public Libraries in Vermont:

- Vermont Department of Libraries will provide example policies, so GPL can wait for more guidance before creating/revising our own new policies based on this act.
- Compliance deadline is January 1, 2025.

### C. S55 (Act 133) An Act Relating to Updating Vermont’s Open Meeting Law:

- GPL is still waiting for guidance from the Secretary of State and Vermont Department of Libraries.
- Library Trustees agreed to move forward with Zoom recordings, using the Town of Georgia Zoom link, which will post the video directly to the Town website. A camera/audio mount on the GLP conference TV will need to be purchased and installed. K. Capsers will work with D. Bergstrom for installation information and will send the recommended camera for purchase to Library Director.
- Compliance deadline is July 1, 2024.

## 8. New Business

### A. Discussion regarding Philo Contract:

- See Item #4 and notes.

### B. Emergency Protocol:

- Phone tree was provided to the library director, but it would also be helpful to have a list of vendors/ services in the phone tree in case of emergency situations.
- Emergency protocols are requested, example: furnace leak earlier that month.
- Suggested to get on the Selectboard agenda to discuss emergency protocols and permission before the fact to rectify building situations immediately.

C. Strategic Plan:

- Capital Plan, the library will be invited to a meeting with the Selectboard at a later date for discussion and planning what the library will need in the future. The Trustees will prepare for this meeting in advance, it was suggested committees should be formed to meet outside of regularly warned meetings.

D. Library Trustee Meeting with Selectboard and Planning Commission:

- Moved to next meeting.

E. EDI Training with Paychex:

- Moved to next meeting.

9. Other Business

A. Plan Next Meeting

- July 31, 2024 at 4pm at the Georgia Public Library.

10. Executive Session (if needed)

11. Adjourn

- S. Walker made a motion to adjourn at 5:41 p.m. All in favor.