

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, May 9, 2024 1:30 - 3:30 pm**  
**Location: Georgia Public Library**  
**MINUTES**

Attendance: Kollene Caspers, Terry Cleveland, Bob Giroux, Deb Mann, Bridget Stone, Sara Walker  
Public Present: Frank Gore, GEMS PTCO

1. Call to order: 1:30
2. Additions, Deletions, or changes to the Agenda
  - Memorial Day Parade
3. Approve the minutes of the 4/18/24 Library Trustee Meeting
  - Approved with changes to section 4 (a.) Budget; section 5(c.) Pavilion Issue, and section 7, SDS Report. B. Giroux made the motion, D. Mann seconded, all in favor.
4. Parade Discussion, Frank Gore spoke on behalf of PTCO
  - Clarified parade misunderstandings between PTCO and Library. Discussed a potential future collaboration.
  - Margot Vanscoy will supply a vehicle to decorate for the parade on behalf of the library and B. Stone invited Trustees and friends to get involved.
5. Treasurer's Report
  - Review new budget with additional funds. B. Giroux provided a handout with the proposed 2024 budget. Trustees made necessary changes and learned about future accounting practices.
  - Presentation of Financials, B. Giroux provided a handout with a detailed transaction report, grant fund information and general fund information.
  - Reserve Funds, B. Giroux and B. Stone explained the difference between general operating funds, reserve funds and impact fees. Trustees will request more information from Town Administrator on the history and practice of the town reserve funds.
6. Library Director's Report
  - Summer Reading Program Update, GPL will be collaborating with Fairfax, many ideas are in the works. Each week is a new adventure theme. The Summer Reading program will begin in June.
  - Staffing, one staff member will be taking a leave of absence for a month. B. Stone has prepared by hiring three additional staff members as temporary subs.
  - The library is currently investigating options to increase hours as soon as possible. The library may be able to increase hours this summer once the staff member returns from leave, and at the latest by October.
  - Update on Security Camera for Pavilion, another circumstance occurred at the library from the individuals who had presented behaviors not in keeping with library policy expectations last month.

- Additional security measures were requested to the Selectboard, and B. Stone will be working with the security company for necessary updates.
7. Policies- tabled for next meeting.
  8. Executive Session, requested to discuss Security and Staffing issues. B. Giroux made the motion to enter into Executive Session at 3:07pm and seconded by T. Cleveland.  
S. Walker made motion to exit Executive Session at 3:32pm, seconded by T. Cleveland.
  9. Plan next meeting agenda
    - Emergency protocol, tabled policies, SDS policies, and reports.
    - June 20<sup>th</sup> at 1:30pm at the Georgia Public Library
  10. Adjourn
    - B. Giroux made a motion to adjourn at 3:46 p.m. All in favor.

\*\* Emergency protocols and emergency call list are requested from the Town of Georgia. A request was made for the Town Administrator to advocate for the library at the Selectboard Meetings on behalf of the Trustees.