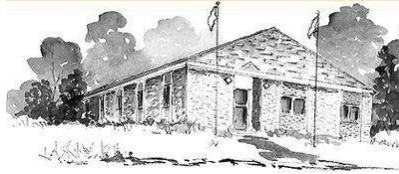


Georgia Public Library
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Library Trustees
Terry Cleveland, Chair
Sara Walker, Vice Chair
Kollene Caspers, Secretary
Bob Giroux, Treasurer
Deb Mann, Trustee at Large

Georgia Public Library Trustee Meeting
Thursday, October 9, 2024 4:00pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Deb Mann
Trustees Present via phone: Sara Walker
Staff Present: Bridget Stone

1. Call to order: 4:00pm
2. Additions, Deletions, or changes to the Agenda: Ratify 2024 Budget from May Trustee Meeting policies, GPL website, and discussion on Capital Plan.
3. Approve the minutes of the 8/15/24 Library Trustee Meeting
 - Approved with no changes. D. Mann made the motion, B. Giroux seconded, all in favor.
4. Treasurer's Report
 - B. Giroux provided a handout with the 2024 Financial Reports as of 9/30/2024 with a detailed transaction report, grant fund information and general fund information.
 - The library will have 25% of the budget to spend between 10/1/2024 through 12/31/2024.
 - B. Giroux and B. Stone answered questions regarding grant money, budget lines and allocations for books. They will work with Town of Georgia Treasurer Lori Hobart for additional budget questions.
 - Trustees discussed 2025 Capital budget and 2025 Operational budget.
 - Vermont Library Association State Data Report can be a useful tool in advocating for library needs while working towards a 2025 Operational Budget.
5. Library Director's Report
 - Staffing:
 - ♦ It is the goal of GPL to have two staff members present during working library hours. However, there are times when only one staff member is present, usually during times the library is less busy. Staff have the option to work alone or close the library.
 - ♦ The 2025 Operational Budget will need to include coverage for those hours that the Library Director is out for vacation or illness.
 - ♦ B. Stone thanks everyone who covered for her while she was away.
 - Programming:
 - ♦ Tween Book Club session has been very popular, the books have been ordered for the next meeting on October 16.
 - ♦ Megan put together a great display for Banned Books Week.

- Policies: The “Vulnerable Persons Policy” should be added to the website. This policy replaced the “Unattended Child Policy” and should be updated by the Trustee Board. This will be revisited at the next Trustee meeting.
- Grant: GPL was not chosen for the U.S. Treasury Capital Projects Fund for Libraries Grant. Upcoming grant opportunities, such as the HUD grant will be explored over the next month.

6. Old Business

- Budget: Ratified the Board’s decision to approve the 2024 Operational Budget from the May 9, 2024 Trustee Meeting. Motion made by B. Giroux, seconded by D. Mann. All in favor.
- Capital Budget Update:
 - ♦ T. Cleveland reported that she, B. Giroux and B. Stone hope to meet with the Selectboard around or after October 21, 2024 to discuss the Capital Budget and give a list of directives for the money to be spent for the GPL.
 - ♦ The Trustees approved the Committee to speak on behalf of the Trustees, motion made by B. Giroux, K. Caspers seconded. All in favor.
 - ♦ Discussion over library needs that fall under Operational Budget and/or Capital Budget.
- Hazardous Materials Policy:
 - ♦ Town Administrator Cheryl Letourneau is working on a policy that will be specific to the library. The GPL will wait for the Town to provide a policy for the library’s records.
 - ♦ B. Stone thanked D. Mann for her hard work on the SDS and towards the implementation of a Hazardous Materials Policy.
- GPL Website: Discussion on updating the GPL website, specifically the page on Staff and Trustees. The website should be updated to reflect current staff and Trustees. Trustees can send any information they want included on the website to B. Stone.

7. New Business

8. Other Business

Plan Next Meeting

- November 20, 2024 at 4pm at the Georgia Public Library: Policies should be examined and updated; 2025 Operational Budget; new grants available; information on the Capital Budget presented to the Selectboard; and revisit the personnel issue from Executive Session, if needed.

9. Executive Session

- Motion to enter into Executive Session at 5:10 p.m. for the purpose of discussing a personnel issue was made by B. Giroux, seconded by T. Cleveland. All in favor.
- Motion to exit from Executive Session at 5:27 p.m. was made by B. Giroux, seconded by T. Cleveland. All in favor.
- Minutes amended 12/11/2024 to include the following: Motion to approve library director B. Stone taking paid Family Leave of Absence for up to one month. Motion made by D. Mann, seconded by R. Giroux. All in favor.

10. Adjourn

- D. Mann made a motion to adjourn at 5:35 p.m. T. Cleveland seconded. All in favor.