



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, May 20, 2026 at 5:00 PM Georgia Public Library Community Room Agenda

Zoom Details:

<https://us06web.zoom.us/j/9961520576?omn=83663938677>

Meeting ID: 996 152 0576

Dial by your Location: 1 309 205 3325 (Chicago)

1. **CALL TO ORDER**
2. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
3. **PUBLIC COMMENT (For items not on agenda)**
4. **PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires majority vote)**

I would entertain a motion to enter into executive session to discuss evaluation and/or discipline of municipal employees which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

I move that we enter into executive session to discuss with (state names of attendees) under the provisions of Title 1, Section 313(a)(3) & (4) of the Vermont Statutes. (State Time.)

A. Personnel

5. **APPROVAL OF MINUTES**

A. Georgia Public Library Trustee Regular Meeting Minutes April 15, 2026

B. Georgia Public Library Trustee Special Meeting Minutes April 22, 2026

C. Georgia Public Library Trustee Special Meeting Minutes May 6, 2026

D. Georgia Public Library Trustee Special Meeting Minutes May 14, 2026

6. **TREASURER REPORT**

A. Financial Report

B. Grant Update

7. **LIBRARY DIRECTOR REPORT**

A. Personnel

B. Facilities

C. Programming

8. NEW BUSINESS

A. ADA Renovation Scope of Work - Action to Approve

B. Library / Library Director Hours - Discussion / Action

Current GPL Hours of Operation: Sun/Mon: Closed, Tues: 10am-6pm, Wed: 10am-8pm,
Thurs: 10am-6pm, Fri: 10am-5pm (closed 12-1pm for staff meeting), Sat: 9am-2pm

C. Library Board of Trustees - Open Seat

D. GPL Personnel Policy - Action to Approve

E. Security Camera Policy - Discussion Only

9. OLD BUSINESS

A. Library Director Job Description Updates

10. OTHER BUSINESS

A. i. Security Committee

ii. Policy Committee

iii. HR Committee

iv. Building Revitalization Committee

11. PLAN NEXT MEETING: JUNE 17, 2026

12. ADJOURN

Posted to the Town website, four designated places within the Town of Georgia (Georgia Public Library, Georgia Elementary & Middle School, Maplefields & Georgia Market).

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, April 15, 2026 at 5:00 PM Georgia Public Library Community Room Minutes

All Georgia Public Library Trustee Meetings are recorded and can be viewed in full:
<https://www.georgiapubliclibraryvt.org/library-board-of-trustee-meeting-recordings.html>

1. CALL TO ORDER 5:02PM

TRUSTEES PRESENT

Chair Ben Chiappinelli, Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Therese Cleveland, Member at Large Heather Dunsmore

STAFF PRESENT

Mindy Grange, Bridget Stone

PUBLIC PRESENT

Kellie Bosenberg, Natasha Halverson (via Zoom)

2. PUBLIC COMMENT (For items not on agenda)

- No comments from the public.

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- T. Cleveland requested the addition of reallocating United Way grant money for purchasing only books and not staff time.

4. APPROVAL OF MINUTES

A. Georgia Public Library Trustee Regular Meeting Minutes: March 18, 2026

B. Georgia Public Library Trustee Special Meeting Minutes: March 25, 2026

Motion to approve both sets of minutes with changes.

Motion made by H. Dunsmore, Seconded by T. Cleveland

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

5. TREASURER REPORT

A. Q1 Update- Library purchases in Q1 included salaries, insurance, adult books, children's books, Inter Library Loan, online electronics, website, copier fees and the like.

B. United Way Grant Reallocation of Funds.

- T. Cleveland requested the remaining \$6,766 in United Way grant money to be allocated solely for the purchase of books, supplies and background checks. This had been originally allocated for books and hourly salary work while in service of the grant.

Motion to reallocate the United Way grant money toward books, supplies and background checks.

Motion made by H. Dunsmore, Seconded by S. Savich

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

6. LIBRARY DIRECTOR REPORT

A. Personnel – Chair Chiappinelli addressed the HR Committee meeting, reporting all outstanding background checks and personnel files have been given to the Town Administrator at the Town of Georgia as requested for compliance with the Town’s Personnel Policy.

B. Facilities –

- Additional signage for the new interior cameras was discussed.
- The back hallway of the library was cleared.
- Available library items were offered to other Town departments, would like to offer these items to the community.

Motion to approve Library Director to advertise available library items on the internet.

Motion made by T. Cleveland, Seconded by H. Dunsmore.

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

C. Programming

- Crafternoons and Chess Club has been well-attended. Fiber Arts club is working on charity projects.

7. NEW BUSINESS

A. Library Director Scope of Duties, Job Description – Discussion on updating the Library Director’s Job Description. Secretary Caspers will send the latest version to the Trustees for review at the next regular meeting.

B. Trustee Duties Clarification – Discussion on Trustees making decisions alone verses as a Trustee Board.

- B. Stone said day-to-day operation decisions should be made by the Library Director.
- Budget approval should have a limit when Board of Trustee vote is necessary. Trustees discussed a number that would trigger board approval.
- Grant money allocations and spending was discussed, in terms of grant spending in the scope of a grant.
- The Trustees discussed grant money spending outside the scope of the grant, as well as spending other funds not allocated in the budget.

Motion that any library spending costs that surpasses \$1,000 and is not covered by either a budget line item or by the scope of an approved grant be brought to the Board of Trustees for approval.

Motion made by Chair Chiappinelli, Seconded by H. Dunsmore.

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

C. 2026 Budget – Treasurer Cleveland provided a budget document for the Trustees.

- K. Caspers said 2026 Impact Fees could not be used in 2026, explained Zoning Impact Fees and the Town Impact Fee Ordinance language.
- Discussions on allocating 2025 Impact Fees, grant monies, and providing adequate funding for library salaries.

- K. Bosenberg explained the reasoning behind the Selectboard’s level funding the library in 2026.
- Raise for the library director was discussed, Chair Chiappinelli said the Trustees could not give the Library Director a raise when library staff salaries will be over-budget for the year.
- K. Caspers inquired about the grant funding paid classes for staff member M. Grange. The classes were in marketing and social media, as well as the library certificate program. M. Grange confirmed that now that the grant has completed she is no longer paid by GPL for time spent in class.
- Chair Chiappinelli explained the library has a working budget in the 2025 Town Report that was approved by the Town of Georgia on Town meeting day. The allocation of funds is solely for the purpose of impact fees and grants. Some budget line items will be overspent and underspent to stay within the budget the Town has appropriated.
- No Trustee vote was taken, as the 2026 GPL Budget was approved by the last board of Trustees for the Town report.

8. OLD BUSINESS

- A. Cleaning Company – The new cleaning company will require 3 hours of work per week, and was given a 75 cent increase on April 1st.
Motion to approve \$25.75 per hour for three hours of cleaning the library once a week.
Motion made by K. Caspers, Seconded by H. Dunsmore
Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

B. Background Checks

- All background checks have been submitted to the Town Administrator. See minutes from HR Committee in committee reports.

C. Memorandum of Understanding with the Town of Georgia

- No updates, still with the Town attorney. Selectboard Chair Bosenberg has spoken with the attorney and the MOU was passed to another attorney for review.

9. OTHER BUSINESS

A. Committee Reports:

- i. Security Committee - Discussion on the committee’s meeting, and subsequent letter emailed to Trustees and Selectboard. The Trustees will review the letter and return comments at the next regular meeting before submitting to the Selectboard. K. Caspers will send the Vermont Department of Libraries model Security Camera policy to the Trustees for review for the next regular meeting.
- ii. Policy Committee – Discussion on the library’s personnel policy and job descriptions removal and future Security Camera Policy.
- iii. HR Committee – See Library Director Personnel Report (6A) above.
- iv. Building Revitalization Committee - Next meeting is on April 21 at 4pm.

10. PLAN NEXT MEETING

- Georgia Public Library Special Trustee Meeting with the Selectboard, April 22, 2026
- Georgia Public Library Regular Trustee Meeting, May 20, 2026

11. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires two-thirds vote)

- No executive session was needed.

12. ADJOURN

Motion to adjourn at 7:55PM

Motion made by T. Cleveland, Seconded by H. Dunsmore

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

Posted to the Town website.

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com

DRAFT



**Georgia Public Library Special Trustee Meeting: Town of
Georgia Selectboard Meeting
Wednesday, April 22, 2026 at 6:00 PM
Chris Letourneau Meeting Room and via Zoom
Minutes**

**GEORGIA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING WITH THE
SELECTBOARD**

- Please see the Town of Georgia Selectboard Agenda for additional agenda items

See the April 22, 2026 Town of Georgia Selectboard Meeting Minutes

Posted to the Town website.

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com



GEORGIA VERMONT

Georgia Public Library Special Trustee Meeting Wednesday, May 06, 2026 at 5:00 PM Georgia Public Library Community Room Minutes

Zoom Details:

<https://us06web.zoom.us/j/9961520576?omn=83663938677>

Meeting ID: 996 152 0576

Dial by your Location: 1 309 205 3325 (Chicago)

1. CALL TO ORDER 5:00PM

TRUSTEES PRESENT

Chair Ben Chiappinelli (5:50pm), Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Therese Cleveland, Trustee at Large Heather Dunsmore

2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

3. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires two-thirds vote)

A. Personnel

Vice Chair Savich would entertain a motion to enter into executive session to discuss 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 5:01pm

Motion made by K. Caspers, Seconded by H. Dunsmore

Voting Yea: S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

Chair Chiappinelli entered the meeting at 5:50pm

Motion to exit from Executive Session at 7:26pm

Motion made by T. Cleveland, Seconded by H. Dunsmore

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

No action taken following Executive Session.

4. OTHER BUSINESS

5. ADJOURN

Motion to adjourn at 7:26pm

Motion made by T. Cleveland, Seconded by H. Dunsmore

Voting Yea: Chair Chiappinelli, S. Savich, K. Caspers, T. Cleveland, H. Dunsmore

Posted to the Town website, four designated places within the Town of Georgia (Georgia Public Library, Georgia Elementary & Middle School, Maplefields & Georgia Market).

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com

DRAFT



**Georgia Public Library Special Trustee Meeting: Town of
Georgia Selectboard Meeting
Thursday, May 14, 2026 at 6:30 PM
Chris Letourneau Meeting Room and via Zoom
Minutes**

**GEORGIA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING WITH THE
SELECTBOARD AND TOWN ATTORNEYS FROM SP&F**

- Please see the Town of Georgia Selectboard Agenda for additional agenda items

See the May 14, 2026 Town of Georgia Selectboard Meeting Minutes

Posted to the Town website.

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com

GEORGIA PUBLIC LIBRARY

Jan - April

2026 Budget

Expended 33%
Remaining 67%

Line Item	Town Budget	Town YTD
Town Appropriation	\$ 181,898.62	\$ 58,235.58
Other revenue (donations, book purchases, interest)		\$ 678.84
Library Impact Fees		\$ 4,600.00
Total Revenue	\$ 181,898.62	\$ 63,514.42

32%

1-7-05-70-10.00 Library Salaries	\$ 67,080.00	\$ 22,037.38
1-7-05-70-10.01 Library Wages (hourly)	\$ 52,384.00	\$ 19,869.37
1-7-05-70-11.00 Library Social Security	\$ 9,139.00	\$ 2,980.00
1-7-05-70-12.00 Library Retirement	\$ 5,837.62	\$ 1,972.85
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00	\$ 9,616.75
1-7-05-70-14.05 Library HRA Funding	\$ 1,250.00	\$ 259.75
1-7-05-70-16.00 Library Dental Insurance	\$ 445.00	\$ 235.14
Sub Total Salaries and Benefits	\$ 161,353.62	\$ 56,971.24
1-7-05-70-21.00 Library Postage	\$ -	
1-7-05-70-22.00 Library Supplies	\$ 1,500.00	\$ (40.45)
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00	\$ 125.00
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00	\$ 262.03
1-7-05-70-22.2 Library Audio Visual	\$ 750.00	\$ -
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00	\$ -
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00	\$ 440.24
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00	\$ 240.00
1-7-05-70-22.36 Library Tech Support	\$ 450.00	\$ -
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00	\$ 102.86
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00	\$ -
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00	\$ -
1-7-05-70-52.05 Library Purch - current year	\$ -	\$ -
1-7-05-70-63.00 Library Equipment Repair	\$ 500.00	\$ -
1-7-05-70-99.00 Misc (includes Background checks)	\$ 500.00	\$ 134.66
Sub Total Operating Expenses	\$ 20,545.00	\$ 1,264.34
Total Expenses	\$ 181,898.62	\$ 58,235.58

33% combined with wages =119,464

38%

33%

34%

38% Paid Jan/Feb together

21%

53% Paid Jan/Feb together & increase in premium

35%

-3%

4%

10%

0%

0%

27%

4%

0%

9%

0%

0%

0%

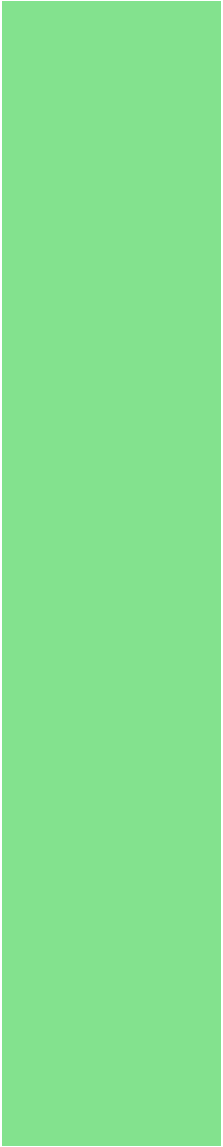
0%

27%

6%

32%

Paid January and February in January



Grant Expenses

To reconcile to town

Does not include indirect charges

Total NCSS

Total BBF

Total UW

Total Courier

N L of M

Total All Grants

1-7-05-70-10.00 Library Salaries		\$ -					\$ -
1-7-05-70-11.00 Library Social Security		\$ -					\$ -
1-7-05-70-12.00 Library Retirement		\$ -					\$ -
1-7-05-70-14.00 Library Health Insurance		\$ -					\$ -
1-7-05-70-14.05 Library HRA Funding		\$ -					\$ -
1-7-05-70-16.00 Library Dental Insurance		\$ -					\$ -
1-7-05-70-21.00 Library Postage		\$ -					\$ -
1-7-05-70-22.00 Library Supplies		\$ -					\$ -
1-7-05-70-22.05 Library Adult Books		\$ -					\$ -
1-7-05-70-22.10 Library Childrens Books		\$ -					\$ -
1-7-05-70-22.2 Library Audio Visual							\$ -
1-7-05-70-22.25 Library Young Adult Books		\$ -					\$ -
1-7-05-70-22.30 Library Interlibrary Loan		\$ -					\$ -
1-7-05-70-22.35 Library Online/Electronic		\$ -					\$ -
1-7-05-70-22.36 Library Tech Support		\$ -					\$ -
1-7-05-70-22.40 Library Copier Lease		\$ -					\$ -
1-7-05-70-44.00 Library Training/Workshop		\$ -					\$ -
1-7-05-70-44.05 Library Educational Progr		\$ -					\$ -
1-7-05-70-52.05 Library Purch - current year		\$ -					\$ -
1-7-05-70-63.00 Library Equipment Repair		\$ -					\$ -
1-7-05-70-99.00 Library Miscellaneous		\$ -					\$ -
						\$ -	\$ -
Total per month		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NCSS Grant
To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries													\$ -
1-7-05-70-11.00 Library Social Security													\$ -
1-7-05-70-12.00 Library Retirement													\$ -
1-7-05-70-14.00 Library Health Insurance													\$ -
1-7-05-70-14.05 Library HRA Funding													\$ -
1-7-05-70-16.00 Library Dental Insurance													\$ -
1-7-05-70-21.00 Library Postage													\$ -
1-7-05-70-22.00 Library Supplies													\$ -
1-7-05-70-22.05 Library Adult Books													\$ -
1-7-05-70-22.10 Library Childrens Books													\$ -
1-7-05-70-22.2 Library Audio Visual													\$ -
1-7-05-70-22.25 Library Young Adult Books													\$ -
1-7-05-70-22.30 Library Interlibrary Loan													\$ -
1-7-05-70-22.35 Library Online/Electronic													\$ -
1-7-05-70-22.36 Library Tech Support													\$ -
1-7-05-70-22.40 Library Copier Lease													\$ -
1-7-05-70-44.00 Library Training/Workshop													\$ -
1-7-05-70-44.05 Library Educational Progr													\$ -
1-7-05-70-52.05 Library Purch - current year													\$ -
1-7-05-70-63.00 Library Equipment Repair													\$ -
1-7-05-70-99.00 Library Miscellaneous													\$ -
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

National Library of Medicine
 To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries	\$ -												\$ -
1-7-05-70-11.00 Library Social Security	\$ -												\$ -
1-7-05-70-12.00 Library Retirement	\$ -												\$ -
1-7-05-70-14.00 Library Health Insurance	\$ -												\$ -
1-7-05-70-14.05 Library HRA Funding	\$ -												\$ -
1-7-05-70-16.00 Library Dental Insurance	\$ -												\$ -
1-7-05-70-21.00 Library Postage	\$ -												\$ -
1-7-05-70-22.00 Library Supplies	\$ -												\$ -
1-7-05-70-22.05 Library Adult Books	\$ -												\$ -
1-7-05-70-22.10 Library Childrens Books	\$ -												\$ -
1-7-05-70-22.2 Library Audio Visual	\$ -												\$ -
1-7-05-70-22.25 Library Young Adult Books	\$ -												\$ -
1-7-05-70-22.30 Library Interlibrary Loan	\$ -												\$ -
1-7-05-70-22.35 Library Online/Electronic	\$ -												\$ -
1-7-05-70-22.36 Library Tech Support	\$ -												\$ -
1-7-05-70-22.40 Library Copier Lease	\$ -												\$ -
1-7-05-70-44.00 Library Training/Workshop	\$ -												\$ -
1-7-05-70-44.05 Library Educational Progr	\$ -												\$ -
1-7-05-70-52.05 Library Purch - current year	\$ -												\$ -
1-7-05-70-63.00 Library Equipment Repair	\$ -												\$ -
1-7-05-70-99.00 Library Miscellaneous	\$ -												\$ -
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Expenses - United Way																		
To reconcile to town																		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		Total				
1-7-05-70-10.00 Library Salaries	\$ -													\$ -				
1-7-05-70-11.00 Library Social Security	\$ -													\$ -				
1-7-05-70-12.00 Library Retirement	\$ -													\$ -				
1-7-05-70-14.00 Library Health Insurance	\$ -													\$ -				
1-7-05-70-14.05 Library HRA Funding	\$ -													\$ -				
1-7-05-70-16.00 Library Dental Insurance	\$ -													\$ -				
1-7-05-70-21.00 Library Postage	\$ -													\$ -				
1-7-05-70-22.00 Library Supplies	\$ -													\$ -				
1-7-05-70-22.05 Library Adult Books	\$ -		\$ 178.57											\$ 178.57				
1-7-05-70-22.10 Library Childrens Books	\$ -													\$ -				
1-7-05-70-22.2 Library Audio Visual	\$ -													\$ -				
1-7-05-70-22.25 Library Young Adult Books	\$ -													\$ -				
1-7-05-70-22.30 Library Interlibrary Loan	\$ -													\$ -				
1-7-05-70-22.35 Library Online/Electronic	\$ -													\$ -				
1-7-05-70-22.36 Library Tech Support	\$ -													\$ -				
1-7-05-70-22.40 Library Copier Lease	\$ -													\$ -				
1-7-05-70-44.00 Library Training/Workshop	\$ -													\$ -				
1-7-05-70-44.05 Library Educational Progr	\$ -													\$ -				
1-7-05-70-52.05 Library Purch - current year	\$ -													\$ -				
1-7-05-70-63.00 Library Equipment Repair	\$ -													\$ -				
1-7-05-70-99.00 Library Miscellaneous	\$ -	\$ 154.35		\$ 338.99										\$ 493.34				
(includes background checks)														\$ -				
Total per month	\$ -	\$ 154.35	\$ 178.57	\$ 338.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 671.91				

Grant Expenses - Courier
 To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries													\$ -
1-7-05-70-11.00 Library Social Security													\$ -
1-7-05-70-12.00 Library Retirement													\$ -
1-7-05-70-14.00 Library Health Insurance													\$ -
1-7-05-70-14.05 Library HRA Funding													\$ -
1-7-05-70-16.00 Library Dental Insurance													\$ -
1-7-05-70-21.00 Library Postage													\$ -
1-7-05-70-22.00 Library Supplies													\$ -
1-7-05-70-22.05 Library Adult Books													\$ -
1-7-05-70-22.10 Library Childrens Books													\$ -
1-7-05-70-22.2 Library Audio Visual													\$ -
1-7-05-70-22.25 Library Young Adult Books													\$ -
1-7-05-70-22.30 Library Interlibrary Loan			\$ 223.36										\$ 223.36
1-7-05-70-22.35 Library Online/Electronic													\$ -
1-7-05-70-22.36 Library Tech Support													\$ -
1-7-05-70-22.40 Library Copier Lease													\$ -
1-7-05-70-44.00 Library Training/Workshop													\$ -
1-7-05-70-44.05 Library Educational Progr													\$ -
1-7-05-70-52.05 Library Purch - current year													\$ -
1-7-05-70-63.00 Library Equipment Repair													\$ -
1-7-05-70-99.00 Library Miscellaneous													\$ -
													\$ -
Total per month	\$ -	\$ -	\$ 223.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 223.36

2 - Personnel Policies

2.1 Statement of Administration

The Georgia Public Library is a municipal library and as such, the Town of Georgia Personnel Policy covers all employees. Please see the Town of Georgia Personnel Policy for more information.

2.2 Staff Attendance of Trustee Meetings

The Library Director will attend Trustee meetings. Other staff members are encouraged, but not required, to attend.

2.3 Policies for Volunteers

2.3.1 Choosing Volunteers

Volunteers may be chosen by the Library Director. Other library staff may assign work for them to do with the approval of the Library Director. Volunteers may not choose other volunteers to assist or replace themselves without permission from the Library Director or Board of Trustees.

2.3.2 Training Volunteers

Volunteers will be trained as necessary by Library Director, or other library staff with approval of the Library Director.

2.3.3 Volunteer Problems

Problems with volunteers should be addressed first to library staff, then to the Library Director, and then to the Board of Trustees from the Library Director, in that order.

2.4 Conduct and Confidentiality

2.4.1 Conduct

All library staff will conduct themselves towards the public in a manner which will uphold the Library's goals and objectives.

2.4.2 Confidentiality

Library financial reports and minutes of Trustee meetings shall be available for public upon request. All other library records, including personnel records, are confidential.



GEORGIA VERMONT

Section 8. Item #E.

TOWN OF GEORGIA VIDEO SURVEILLANCE & PHYSICAL ACCESS CONTROL POLICY

Adopted February 23, 2026

PURPOSE

The Town of Georgia ("Town") uses video surveillance equipment in municipal buildings or on municipal property to ensure the safety of the community, staff, and Town property. Any activity captured on the cameras may be recorded and archived and can be used for resolving any Town issues requiring documented evidence.

The purpose of this Video Surveillance and Physical Access Control Policy is to ensure that the legal, privacy and financial interests of the Town of Georgia, its taxpayers, and staff are maintained while providing guidelines for the administration of video surveillance on or in Town property.

POLICY

It is the policy of the Town to ensure that video surveillance is done in a professional, ethical, and legal manner consistent with other Town policies and applicable laws.

The administration of this policy is coordinated by the Town Selectboard.

DEFINITIONS

Surveillance Camera: Any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network or tape, for the purpose of gathering, monitoring, recording or storing images. Such devices may include but are not limited to: analog and digital surveillance cameras, close circuit television, web cameras, and computerized visual monitoring.

Access Control Device: Any device that grants or prevents access to a secure building, room and/or area. These devices include and are not limited to: electronic door strikes, magnetic locks, scan cards, key fobs, keypads, etc.

System Administrators: The staff that supports and maintains the information technology network, including the surveillance camera and access control infrastructure. They are responsible for retrieval of video and access control logs from software applications.

Incident: An "incident" is defined as an unusual occurrence (unplanned, remarkable, or exceptional) for which a response, in the form of an investigation and/or administrative action is appropriate. An "incident" includes, but is not limited to, the occurrence or allegation of any of the following on the property of the Town or in connection with the provision of any Town services:

1. Theft.
2. Vandalism.
3. Crime
4. Town Personnel Misconduct.

- 5. Accidents or Traffic Safety.
- 6. Compliance Violations.

PROCEDURE

Surveillance Cameras may be used and installed in areas where their presence enhances the security of either persons or property. Video will be used to accurately record events and provide a means identifying individuals (staff and non-staff) who may be involved in incidents, or legal or policy violations. Procedures are outlined below:

Data, storage and Archiving

All video surveillance will be retained until obsolete but must be archived for a minimum period of at least 30 days in an appropriate folder identified by a System Administrator.

Any recorded surveillance video that becomes part of a criminal investigation must be retained in accordance with applicable regulatory requirements.

The Town reserves the right to retain recorded surveillance video longer than 30 days if the recorded surveillance video contains recordings of events that are potentially relevant to any actual or potential legal claims involving the Town.

The Town shall retain recorded surveillance video that is relevant to a potential legal claim against the Town upon the Town's receipt of a credible threat of litigation of that potential claim for a period of one day after the statutory limitations period to bring the potential claim has run.

Installation of New Security Cameras

The Selectboard shall determine the locations where new surveillance cameras shall be installed. In exercising its discretion, the Selectboard will consider comments from the public, Town boards, advisory committees, and town employees. Once installed, new cameras must be inspected, maintained, and monitored in the same manner as other cameras to ensure that they are in operating condition.

Request for Review of Surveillance Video

Anyone who was involved in an incident can request that a System Administrator review the surveillance video by providing the date, time, and location of an incident to the Town Administrator. The request should be made within 30 days of the event. Unique situations may be reviewed and addressed on a case-by-case basis by the Selectboard. The Town has no duty to preserve surveillance videos related to civil claims that do not involve the Town.

Any law enforcement officer investigating a potential criminal matter may request a copy of the surveillance video. The request shall be reviewed, and if appropriate, approved by the Town Administrator.

Access Control

The Access Control System has been implemented to enhance the safety, security, and efficiency of our Town offices. Access control cards will be issued and maintained by the Town Administrator, or as otherwise designated by the Selectboard, to employees with the appropriate access level needed for their role with the Town. Where needed, controlled access can be quickly turned on or off allowing for easy access for meetings, cleaners, etc. without disruption to parties involved.

Access, Sharing and Release of Video Surveillance

When recorded data is accessed, all information pertaining to that access event will be logged, and those logs will be made available to the Town Administrator and the Selectboard monthly, or as requested. Information that will be logged includes, but is not limited to:

1. Date and time of access,
2. The user accessing the system,
3. Whether or not recorded data was exported or saved external to the video surveillance system.

All system access rights, login events, and system activities will be logged with periodic audits to ensure compliance.

No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.

Live Surveillance Video of Exterior and Interior of Town Property

The exterior Town office cameras were installed with the purpose of being monitored during business hours so that the Town office staff could see who was entering the building since there is no line of sight to the doors from the Town Clerk’s office.

The Town Administrator, Public Works Director and additional parties specifically designated by the Selectboard may view live feeds of the cameras showing the exterior and interior of Town property during normal business hours for those cameras. All cameras will be checked daily to ensure cameras are working properly. Indoor cameras will not be monitored unless an incident warrants a request for review of surveillance video.

All requests for release of recorded videos shall be handled in accordance with State law. Licensed law enforcement officers will be provided access to recorded videos upon request if the recorded video is within the licensed law enforcement officer’s jurisdiction.

MAINTENANCE

Upgrades or Maintenance of Security Cameras

All cameras and related equipment are expected to be functional at all times. If a camera is found in need of repair, the System Administrators shall immediately send a repair, work order, or replacement request to the vendor who supports the system. If the cost for repair is above the amount of money budgeted, the Selectboard shall be notified and asked for direction.

Planned Outages

If the video surveillance system needs to be shut down for maintenance or upgrades, reasonable efforts should be taken to do so during off hours and for the shortest period of time necessary.

Removal of Security Cameras. Access Control

The Selectboard shall make final decision on the removal of any equipment. Access control will be vested in the Internet Technology Firm that is serving the Town as the System Administrator. They will manage the cameras and access to the footage unless the Selectboard designates a different System Administrator. They will cooperate with the police if needed as part of an investigation, and they will be proactive to prevent access by employees of the Town and to limit opportunities for abuse of the camera footage.

Inspection

Selected System Administrators will be responsible for the inspection and monitoring of the cameras. The cameras must be inspected on a daily schedule to ensure the system is functioning properly. The process for a proper inspection will be defined by the Internet Technology Firm that installed the system. A Primary and

Secondary System Administrator will be designated annually in March by the Selectboard or as needed throughout the year due to vacancy in either role.

Cyber Security

The System Administrators will use existing and new industry best practices to protect the integrity of the video camera system from external threats. These will include at minimum:

1. Change the system default password as required.
2. Change the system password on a regular basis or when it's suspected that the system has been compromised.
3. Apply software updates regularly as needed for camera system.
4. Limit the number of users and physical access to equipment.
5. Ensure that the internet provider that supports the camera system maintains up to date firewall integrity and virus protection.

PRIVACY

Protecting Privacy

Surveillance cameras will not be placed in areas where staff, residents and the public have reasonable expectations of privacy, such as bathrooms and/or changing rooms. Reasonable efforts will be made to limit any surveillance to Town-owned property and buildings. The cameras are intended to capture activities happening on municipal property, and there is no intention or desire to record anything that may occur on adjacent property.

Adopted by the Selectboard on February 23, 2026 at a publicly warned meeting.

Kristine Senna

Brian Dunsmore

Carl Rosenquist

Kellie Bosenberg

Judith Nasca

Kristine Senna, Chair

Brian Dunsmore, Vice Chair

Carl Rosenquist, Selectboard Member

Kellie Bosenberg, Selectboard Member

Judith Nasca, Selectboard Member

Security Camera Policy

Brownell Library Security Camera Policy

Purpose of Security Cameras

The purpose of the security system is to provide peace of mind to library users and staff, and enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances. The library’s security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library’s Behavior Guidelines.

Public Notice: Signage

Signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy and placed in both indoor and outdoor locations. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms and office areas.

Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Data Storage

Access to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library’s Behavior Guidelines is restricted to senior Library staff, as designated by the Library Director. In situations involving banned patrons, stored still images may be shared with staff system-

wide. Cameras are not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will be stored for approximately 91 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

For investigations initiated by law enforcement agencies, recorded data from inside the Brownell Library building will be made available to law enforcement upon presentation of a valid court order or warrant establishing probable cause to review the data.

Approved by the Brownell Library Board of Trustees on 10/15/19

Security Camera Policy

Georgia Public Library Security Camera Policy

Purpose of Security Cameras

The purpose of the security system is to provide peace of mind to library users and staff, and enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and policies. The library’s security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library’s **Patron Code of Conduct**.

Public Notice: Signage

Signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy and placed in both indoor and outdoor locations. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms and office areas.

Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Data Storage & Access

See the **Town of Georgia Video Surveillance and Physical Access Control Policy** for more information on data storage and access.

For investigations initiated by law enforcement agencies, recorded data from inside the **Georgia Public Library** building will be made available to law enforcement upon presentation of a valid court order or warrant establishing probable cause to review the data.

Approved by the Georgia Public Library Board of Trustees on [DATE]

Reviewed Feb. 2023
Approved. March 2023

2.5.1 Library Director

Position: Library Director

Hours: 40 hrs a week.

Reports to: The Board of Trustees

Summary: The Library Director is responsible for all aspects of the day-to-day operations of the Library in accordance with the policies adopted by the Library's Board of Trustees. As such, the Director supervises all other Library staff with the Department Head and advises the Board of Trustees on new hires. The Director has overall responsibility for collection development and oversight of all library services. The Library Director works with the Board of Trustees on strategic (long-term) planning.

Administrative/Supervision

1. Carry out Library Policies as adopted by the Board of Trustees and make policy recommendations to the Trustees. See Section 1 of Georgia Public Library- Policies and Procedures.
2. Attend Board of Trustee meetings and report on library operations.
3. Work with the Board of Trustees to prepare the annual budget.
4. Prepare Purchase Orders for Board of Trustee Treasurer to coincide with the Town's Accounts Payable schedule.
5. Work with the Board of Trustees on strategic planning and implementing the long-range plan.
6. Maintain contact with the Department of Libraries (DOL) on a regular basis, including yearly reporting for standards, and Annual State Data Report.
7. Prepare annual report for the Town.
8. Maintain contact with County libraries.
9. Coordinate with Library Trustees, Selectboard and Town Manager on maintenance of the physical Library plant and grounds, including maintenance of equipment such as computers, copiers, software, etc.
10. Supervise and evaluate (annually) library staff, with the department head and advise the Board of Trustees on new hires. Train, and schedule library staff, substitutes and volunteers.

11. Develop and review staff job descriptions in collaboration with the Library Trustees.
12. Attend meetings of the Friends of the Library and advise on projects to benefit the Library, including public relations, and fund-raising activities.
13. Research Grant opportunities / write grant applications.

Patron Service

1. Ensure a high level of patron service and attentiveness from staff
2. Assist patrons with reference and reader's advisory needs.
3. Assist patrons with use of public computers and digital services.
4. Respond to patron complaints and suggestions.

Community Relations

1. Implement initiatives that inform the community of Library services and programs.
2. Maintain the schedule for the community room
3. Develops, and implements a consistent marketing and public relations strategy that supports the library's mission and strategic goals.
4. Develops and produces messages that communicate the value of library products, services and programs to the public.
5. Edits the content, appearance, usability and efficacy of all promotional and programming materials and newsletters to insure the desired message and image is presented.
6. Works with staff to prepare and distribute appropriate promotional materials and displays for programs.
7. Assists staff with developing outreach techniques and programs.

Collection Development

1. Work to build and improve the Library's collection of print, non-print, and digital materials to reflect community needs and interests.
2. Seek out community input in developing the collection.
3. Keep abreast of publishing trends.

4. Oversee the organization of the library collection and placement of materials.
5. Weed the collection periodically to keep it current and fresh.
6. Handle donation of materials.

Other

1. Maintain Library participation in the statewide interlibrary loan system.
2. Serve as the Library's representative to the relevant Consortia.
3. Purchase supplies

Qualifications

1. Enthusiasm for the role of public libraries as community hubs, centers of learning and transformative institutions.
2. Masters of Library Science plus two years of experience working in libraries *OR* a Bachelor's Degree and a minimum of five years experience working in libraries, preferably as a librarian or library director in a public or community library.
3. Vermont Certificate of Librarianship preferred.
4. Experience working with the public.
5. Knowledge of integrated library systems.
6. Strong communication skills and computer skills
7. Remain current with reviewing tools
8. Attend at least two (2) professional development opportunities per year, as per minimum standards for Vermont Public Libraries.

Library Assistant: Outreach and Materials Processing *

Overdues: Run overdue list weekly, outreach to patrons following established overdue procedures

Holds: Run holds in KOHA every 2 hours. Ensure that patrons are receiving books they have requested.

Materials Processing: Ensure that periodicals, new acquisitions, and donations are shelf ready, except for cataloging. Assist with weeding as assigned, including running circulation history, pulling books, deleting them and maintaining records. Repair/ mend as necessary.

Displays: Strive to provide visually attractive displays for reading themes and programs to enhance the services the library offers. Displays should be refreshed on a regular basis. Update outdoor sign regularly.

Programming: Organize and enact programming as needed.

Library Assistant: Programming and Interlibrary Loan *

Interlibrary Loans: Process CLOVER & KOHA lend/loan requests in a timely fashion, maintaining all necessary data. This includes Large Print materials from Central Collection.

Data Collection: Create Spreadsheets and maintain accurate statistics for all aspects of library operations, including but not necessarily limited to- patron visits, computer use, programming (passive and active), interlibrary loan, etc.

Programming & Promotion: Gather ideas regarding programming. Schedule & enact a variety of passive and active programming for both adults and youth, coordinate Summer Reading Program including finding & coordinating volunteer assistance, maintain white board, use social media channels to maintain excitement & awareness about the library. Post weekly updates in Wowbrary, ensure website is updated regularly.

Storytime Liaison:

Offer weekly developmentally appropriate storytime.

Storytime will include: books, crafts, songs, finger rhymes and opportunities to practice school readiness skills: sharing, taking turns, speaking to other children and adults, attending to books in a group setting.

Act as a resource to community services

* Both positions will also:

Patron services: check books in and out, answer reference and computer questions, provide assistance accessing ListenUp! VT and VT Online Learning, hoopla and provide reader advisory when sought

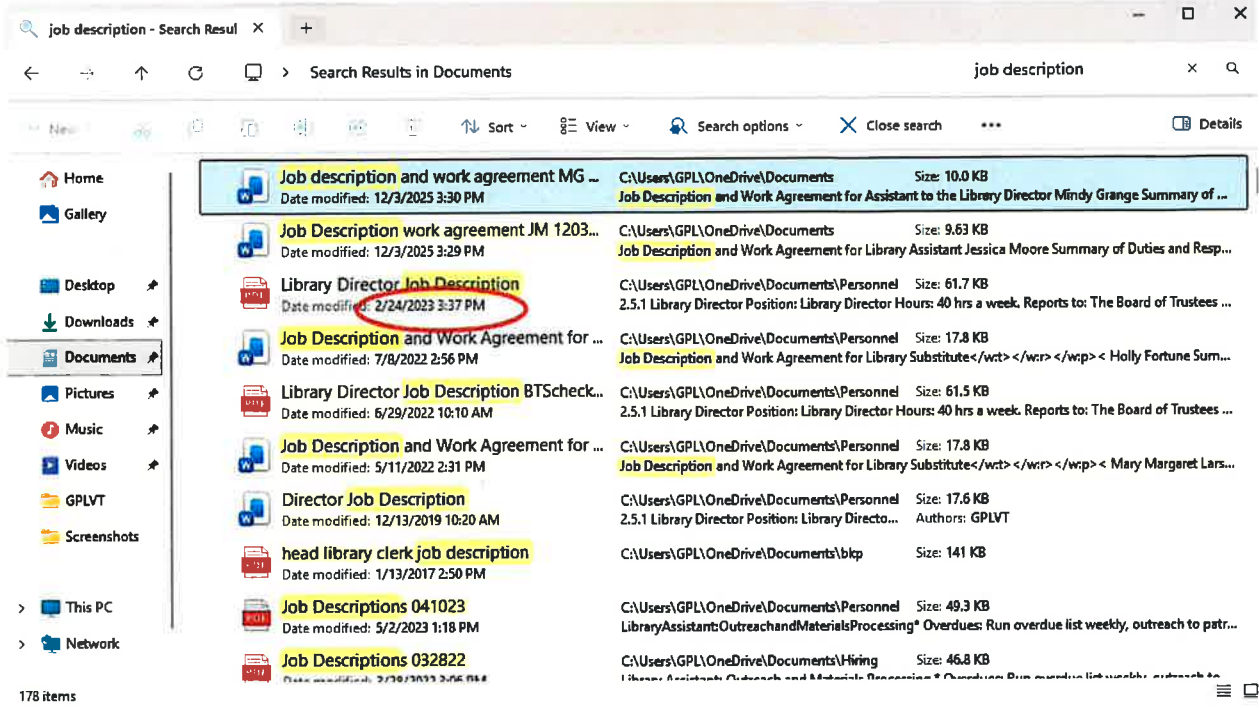
Answer the phone and respond to phone messages promptly

Schedule Community Room

Shelve materials accurately

Shelf read

Maintain cleanliness and order in the library
Maintain patron records, including issuing library cards and necessary updates
Follow opening and closing procedures
Other duties as assigned



Library Director job description Summarize



BenEbert <eberticus@gmail.com>

To: Nicole Jamison



Fri 12/19/2025 4:10 PM

2023.03.13 Library Trustee Mi... 53 KB

2023.04.17 Library Trustee Mi... 52 KB

2024.02.20 Library Trustee Mi... 52 KB

3 attachments (157 KB) Save all to OneDrive - Town of Georgia Download all

Hi Nicole,

I'm contacting you in regard to the last time the Library Director job description was updated and voted upon. I was serving as Trustee chair at the time. The last update to the job description occurred during the February 2023 Trustee meeting when we changed the position from hourly to salaried. The update was voted on and accepted during the March 2023 meeting. Those meeting minutes were accepted by the board during the April 2023 meeting. Please find the attached minutes from those three meetings.

Thanks!

Ben Ebert

Reply Forward