Georgia Public Library Trustee Meeting

Wednesday, November 18, 2026 at 6:00 PM

Town of Georgia Offices - Chris Letourneau Meeting 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. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT (For items not on agenda)**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **APPROVAL OF MINUTES**
   - **A.** Georgia Public Library Trustee Meeting Minutes October 21, 2026
6. **TREASURER REPORT**
   - **A.** Budget through October, 2026
   - **B.** Budget Committee Report
7. **LIBRARY REPORT**
   - **A.** October/November Update on Programs, Facilities, Personnel
8. **NEW BUSINESS**
   - **A.** Thermostat Covers Donated, Temperature Schedule
9. **OLD BUSINESS**
   - **A.** Committee Reports
   - **B.** GPL Revitalization/ Improvements Update
   - **C.** Staff Trainings
10. **PLAN NEXT MEETING**

December 17, 2026

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

I would entertain a motion to enter into executive session to discuss _____ 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)(1)(A) of the Vermont Statutes. (State Time.)

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, October 21, 2026 at 6:00 PM

Chris Letourneau Meeting Room and via Zoom

Minutes

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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 6:02 PM

LIBRARY BOARD OF TRUSTEES PRESENT
Chair Heather Dunsmore, Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Julia Harvey, Member at Large Deborah Mann (via Zoom)

STAFF PRESENT
Mindy Grange

PUBLIC PRESENT
Kellie Bosenberg

PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT (For items not on agenda)

3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- Chair Dunsmore requested the addition of Circulation Desk, Baseboards, Electrician Quote and ADA Engineering to GPL Capital Improvements (8A).
- M. Grange Requested the addition of rugs (8A).
- K. Caspers requested the addition of Thank Yous (7E).
- J. Harvey requested the addition of Petty Cash discussion (7F).

4. APPROVAL OF MINUTES

A. Georgia Public Library Trustee Meeting Minutes September 16, 2026
Motion to approve the minutes as written.

Motion made by K. Caspers, Seconded by J. Harvey
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

B. Georgia Public Library Trustee Special Meeting Minutes September 30, 2026
Motion to approve the minutes as written.
Motion made by K. Caspers, Seconded by S. Savich.
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

5. TREASURER REPORT

A. 2026 Budget Report
- The Trustees reviewed documents presented by M. Grange and prepared by the LBOT Treasurer and Town Treasurer.
- The Trustees discussed the funds remaining in the budget, expected expenses for library improvements; as well as remaining wages, books and online/electric expenses to carry the library through the end of the year.

B. 2027-2028 Budget Committee Report
- The Budget Committee will be meeting with the Town Treasurer at 6pm on Thursday October 22, 2026.

C. Capital Funds/ Improvement Projects Discussion
- K. Bosenberg will reach out to Town Treasurer L. Hobart for more information on the availability of Library Reserve funds for the purpose of purchasing capital equipment, which may include the library's new circulation desk.

6. LIBRARY REPORT

A. September/October Update on Programs, Facilities, Personnel
- M. Grange went through her detailed report included in the meeting packet and answered Trustee questions on library operations.

7. NEW BUSINESS

A. Estimate for Second Phase of Painting - Action to Approve
- The next phase of painting will include the staff room, hallway and community room. The Trustees will provide color samples to the GPL staff to pick a new color for the community room. Triple P's quote did not include the paint but does include painting all the heaters.

Motion to approve $3,800 for Triple P to paint the GPL community room, hallway and staff room.
Motion made by K. Caspers, Seconded by J. Harvey
- Discussion included financing and timing of the project. J. Harvey reached out to the painters, who estimated the project could start as early as November 3rd.

Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

B. Use of Library Samsung Tablets
- Samsung tablets will be kept at the library and offered to patrons Hoopla and other services. These were grant funded tablets for library use only.

C. GPL Hours - Inclement Weather & Warming Center
- The Trustees discussed protocols for closing the library during inclement weather, and the library's designation as a warming center for the public during extreme temperatures.

D. Director Certificate of Public Librarianship

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- Congratulations to Library Director Mindy Grange for successfully completing the Certificate of Public Librarianship!

E. Thank You's
- The Board of Trustees would like to extend our sincere thanks to Bev for her many years of enthusiasm running the Friday story time program and wish her the best in her future endeavors.
- The Board of Trustees would also like to give many thanks to the GPL staff for their time, hard work and understanding while withstanding the chaos during the painting and improvements to the library's floors.

F. Petty Cash
- J. Harvey brought it to the Board's attention that hundreds of dollars have been collected over the past few months in petty cash, which includes cash donations, copies, book replacements, and library cards for persons outside of Georgia.
- The question arose as to how the funds were tracked int he past, as they were never included in the library's budget. The Trustees have no official documented accounting of how these funds were spent in past years.
- S. Savich will reach out to former Board Treasurer Terry Cleveland and K. Caspers will reach out to former Board Treasurer Robert Giroux for additional information on how petty cash was handled in the past.
- J. Harvey reported the petty cash is now accounted weekly and only a small sum is kept in the library, all other funds are deposited by the Town Treasurer into the library's general fund.

8. OLD BUSINESS

A. GPL Capital Improvements- Painting & Floors
- Painting - main walls of the library interior have been painted and look great.
- Floors - floors have been stripped, waxed and cured. The bookshelves will be moved into place next Wednesday 10/28/26.
- Circulation Desk - K. Caspers updated the Trustees on the meeting with carpenter John Aubin and Town Administrator D. Bergstrom. J. Aubin reduced his fee for the circulation desk to $11,000 and will be able to install the desk before the end of the year. This desk will be ADA compliant, includes a return for books and will enclose the space for the privacy of the library staff.

Motion to accept the $11,000 bid for J. Aubin to install the circulation desk.
Motion made by J. Harvey, Seconded by S. Savich
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey
Voting No: D. Mann

- Baseboards - Trustees discussed replacing all of the baseboards in the library. The Budget Committee will include this estimate in 2027-2028 for building maintenance.
- Electrician Quote - The Trustees reviewed the quote by Vermont Electrical Contacting, LLC. This work includes the updated electric outlets for the new circulation desk area as well as future ADA compliant doors.

Motion to accept the $3,400 electrical bid.
Motion made by J. Harvey, Seconded by K. Caspers
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

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- ADA Engineering - This information is for Trustee FYI, the Selectboard approved the engineering estimate for the building revitalization by Pinnacle Engineering, PLC during October 12's Regular Selectboard Meeting.
- Rugs - M. Grange passed out a variety of sample rugs with costs that she would like to outfit the library's updated spaces. The Trustees discussed the available budget, together with the painting and other recent projects. Rugs can be requested on a patron wish-list and can be revisited once the library's budget has been re-examined. Tabled for next meeting.

B. Hoopla Included in GPL Digital Services
- *Hoopla* will go "live" for patron use on November 2, 2026. GPL staff have participated in training courses, with another training available to staff and trustees on Monday October 26th. *Hoopla* will be advertised to patrons, and GPL iPads will be available to those patrons for *Hoopla* and other digital services.

C. Staff Trainings - CPR/ Deescalation
- No updates, waiting on Town Administrator.

9. OTHER BUSINESS

A. Committee Updates

i) Budget Committee will be meeting with the Town Treasurer on Thursday October 22, 2026.
ii) Policy Committee is working via email, going through the policies to bring to the Trustees after the budget has been set.
iii) HR Committee- K. Caspers will be working with M. Grange to go over the yearly evaluations with GPL Staff. H. Dunsmore and K. Caspers will meet with M. Grange to execute her evaluation and discuss the evaluations of staff.

10. PLAN NEXT MEETING
- November 18, 2026 at 6:00 PM in the Georgia Public Library Community Room

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

A. Personnel

Chair Dunsmore 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 enter into Executive Session made by J. Harvey, Seconded by K. Caspers
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

Chair Dunsmore moves that we enter into executive session to discuss Personnel with the Trustees and M. Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes at 8:37 PM. Seconded by J. Harvey.
Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey, D. Mann

Motion to exit from Executive Session at 9:39 PM
Motion made by K. Caspers, Seconded by J. Harvey
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

No action out of Executive Session.

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12. ADJOURN

Motion to adjourn at 9:34 PM
Motion made by D. Mann, Seconded by J. Harvey
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey, D. Mann

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

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