

Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



Library Trustees
Nicole Jamison, Chair
Debbie Mann, Vice Chair
Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Craig Volatile-Wood, Trustee

Georgia Public Library Trustee Meeting
Wednesday, November 19, 2025 at 4:45 pm
Georgia Public Library Community Room

Zoom Details:

<https://us06web.zoom.us/j/88569251240?pwd=UxkDQQ3nO3ZlW3qZJYhVQFhkku8FwR.1>
Meeting ID: 885 6925 1240 | **Passcode:** 5244643 **Dial by your Location:** 1 929 205 6099 (New York)

AGENDA

1. Call to Order
2. Additions, deletions, or changes to the agenda
3. Public Comment
4. Approve Minutes from the 10/15/2025, 10/31/2025 & 11/12/2025 Library Meetings
5. Treasurer's Report
 - a. Monthly Report
 - b. Grant Update
 - c. 2026 Budget
6. Library Director's Report
 - a. Personnel
 - b. Facilities
 - c. Programming
7. Old Business
 - a. Mission Statement
 - b. Rules of Order
 - c. Memo of Understanding with the Town of Georgia
8. New Business
 - a. Review "What does a Library Trustee Do?"
 - b. Bond on the ballot
 - c. Engineer Vote
9. Executive Session (*if needed*)
10. Plan Next Meeting Agenda: December 17, 2025
11. Adjourn

Posted to the Town website and designated places within the Town (Town Offices, Georgia Elementary and Middle School, Library & Georgia Market)

EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)

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.)

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Terry Cleveland, Treasurer
Craig Volatile-Wood, Trustee

Georgia Public Library Trustee Meeting
Wednesday, October 15, 2025 4:45pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann & Craig Volatile-Wood

Staff Present: Bridget Stone

Guests Present: Kellie Bosenberg, Ray Mann, Cindy Reid-Patnode

1. Call to order: 4:45pm
2. Additions, deletions, or changes to the Agenda
 - K. Caspers requested a discussion on the potential library Bond.
 - T. Cleveland requested the addition of the vote for engineer/architect proposal.
3. Public Comment: none
4. Minutes:
 - (a) Approve Minutes from the 9/24/2025 Library Trustee Meeting
Motion to approve minutes with the addition of financial information available from Town and GPL Treasurers made by T. Cleveland, Seconded by C. Volatile-Wood.
Voting Yea: Chair Jamison, K. Caspers, T. Cleveland, C. Volatile-Wood
Abstaining: Vice Chair Mann
 - (b) Approve Minutes from the 10/1/2025 Library Trustees Special Meeting for Budget.
Motion to approve minutes with changes in language to the 2026 budget increase and the removal of specific numbers to wage increase amounts. Motion made by T. Cleveland, Seconded by K. Caspers.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
5. Treasurer's Report:
 - (a) Monthly Report- T. Cleveland introduced the September 2025 budget documents listing expenses and income to date. 75% of the budget has been spent, with 25% remaining for 2025.
 - T. Cleveland answered Trustee questions on expenses and line items.
 - The Trustees discussed the use of approximate \$15,000 in salary funds offset by the grants. Items identified for purchase include book display units and materials to furnish a Teen Space in the library, such as chairs and building items for a counter. B. Stone will research and present items for the Trustees to approve at the next special Budget or regular meeting.
 - (b) Grant Update-
 - Expenditures in August were \$1,308.52 toward the Building Bright Futures Grant. This grant must be completed by December 31, 2025.
 - United Way Grant will need to be completed by June 30, 2026. Discussion continued on the background checks that are a condition of the grant.

- N. Jamison offered to assist the Library Director with Background Check return information and will also assist with a GPL Background Check Authorization form.
- Discussion was had on hiring a service to complete the background checks for convenience and ease for all parties. There are funds available through the United Way grant to hire the service.

(c) 2026 Budget- T. Cleveland will meet with Town of Georgia Treasurer in November. Another Special GPL meeting for Budget discussion will ensue shortly thereafter.

(d) Pay rate adjustment for an employee-

Motion to approve \$22.64 in funds for a bonus in lieu of back pay to an employee who worked earlier this year. Motion made by C. Volatile-Wood. Seconded by T. Cleveland.

Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

6. Library Director's Report:

- (a) The library director would like others to speak nicely to each other.
- (b) Personnel- B. Stone would like to add another staff member to a 28-30 hour/week position in addition to the three regular part-time and substitute employees currently in place at the GPL. Chair Jamison requested the Trustees work on a Strategic Plan for the future of the GPL. Vice Chair Mann requested job descriptions for all GPL positions to determine if the hiring of additional staff was necessary.
- (c) Facilities- B. Stone contacted the Town offices regarding the cleaning company not doing a thorough job. At the time of the meeting the Town offices had yet to respond.
- (d) Programs-
 - Building Bright Futures grant class is going great.
 - Crafternoon and Tween Book Club are going well.
 - Weaving Program went well.
 - The Fiber Arts program will need a new person to lead the group.

7. Old Business

- (a) Mission Statements- Trustees read Mission Statements, visions and guiding principles researched from other libraries. N. Jamison collected this information and this will be included in future discussions to update GPL's Mission Statement.
- (b) Rules of Order- Democratic Rules of Order, Roberts Rules for Small Boards, Library Rules of Order and other sources were discussed. The adoption of a governing Rules of Order was tabled pending additional research and reading.
- (c) Online Programming Vote- B. Stone requested the GPL Trustees vote to cede discussion on Hoopla and other e-reader services due to cost and the small percentage of GPL cardholders utilizing the service. Hoopla was discontinued in early 2025 and some ebooks are available through Palace Project and Libby services. K. Caspers said the Trustees should still keep cost-effective alternatives in mind for the future, as many people read ebooks. The Trustees agreed to table discussion of ebook services for the 2026 Budget.
- (d) Background Checks- Discussed earlier, see notes under 5(b).

8. New Business

- (a) Grant Spending Covering Salaries- Discussed earlier, see notes under 5(a).
- (b) Engineer Vote-

Motion to accept the GPL Revitalization project plans prepared by Civil Engineering Associates of South Burlington and Randy Burnett pf Colin P. Lindberg Architects. Motion made by K. Caspers. Seconded by T. Cleveland.

Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

- (c) Bond Discussion- The Trustees discussed the timeline for a potential GPL Building Revitalization Bond to be included in the March vote by Australian ballot. Georgia residents are invited to join the Revitalization Committee, and public meetings will be held to get input from the community. K. Bosenberg will reach out to the engineer to start the process. T. Cleveland will put together an informational flier for the community.

9. Executive Session- not needed.

10. Plan Next Meeting:

- Wednesday, November 12, 2025 Special Meeting for Budget discussion.
- Wednesday, November 19, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include: Rules of Order for Bylaws, Mission Statement, Bond and the 2026 budget.

11. Adjourn

T. Cleveland made a motion to adjourn at 6:38 p.m.

Voting Yea: Chair Volatile-Wood, Vice Chair Mann, K. Caspers, T. Cleveland, N. Jamison

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Library Trustees
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Terry Cleveland, Treasurer
Craig Volatile-Wood, Trustee

Georgia Public Library Special Trustee Meeting: Purchase
Friday, October 31, 2025 4:45pm
Location: Georgia Public Library

MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann, Craig Volatile-Wood

Staff Present: Bridget Stone (via cellphone)

1. Call to order: 4:46pm
2. Additions, deletions, or changes to the Agenda:
 - D. Mann will collect the Trustee's input on the Board and *Staff Programming Guide* provided by Colin P. Lindberg, Architect for the GPL Revitalization project by Tuesday morning, 11/4. The Committee will meet with the project architect and others on Tuesday afternoon to move forward with the project.
3. Trustee Approval to Purchase Library Bookshelf Endcaps:
 - Chair Jamison and T. Cleveland introduced the different bookshelf and endcap options for purchase. B. Stone offered numbers of endcaps needed and where they would be placed in the library.
 - In accordance with the Town of Georgia Purchasing Policy, the Town Administrator or the Selectboard will have to approve the purchase of 13 endcap units as the amount is over \$5,001. To avoid the approval process, 9 units could be purchased for under \$5,000.
 - The Trustees asked questions and discussion ensued on the purchase of the endcaps. Motion to approve the purchase of nine endcap units under \$5,000, or thirteen endcap units at approximately \$7,000 with approval of the Town Administrator by the end of the day on Monday November 3, 2025.
4. Executive Session (if needed)
5. Adjourn
C. Volatile-Wood made the motion to adjourn at 4:57pm.
Voting Yea: K. Caspers, T. Cleveland, N. Jamison, D. Mann and C. Volatile-Wood.

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Georgia Public Library Special Trustee Meeting: 2026 Budget
Wednesday, November 12, 2025 4:45pm
Location: Georgia Public Library

MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Debbie Mann, Craig Volatile-Wood
Staff Present: Bridget Stone

1. Call to order: 4:50pm
2. Additions, deletions, or changes to the Agenda:
 - T. Cleveland requested to add the an Executive Session, starting immediately, to discuss Personnel/Hourly Wage Increase.
3. Executive Session
Vice Chair Mann would entertain a motion to enter into executive session to discuss Personnel/Hourly Wage Increase for an employee, which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

Motion to Move into Executive Session at 4:53pm
Motion made by T. Cleveland, Seconded by C. Volatile-Wood
Voting Yea: D. Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

Vice Chair Mann would entertain a motion to enter into Executive Session to discuss the above with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite B. Stone to join the Executive Session
Motion made by C. Volatile-Wood, Seconded by T. Cleveland
Voting Yea: D. Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

Motion to Exit out of Executive Session at 5:12pm
Motion made by T. Cleveland, Seconded by C. Volatile-Wood
Voting Yea: D. Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

Action taken out of Executive Session:

Motion to increase the current salary of Mindy Grange from \$15.50 per hour to \$19 per hour and to increase her hours to twenty-five hours per week.
Motion made by Vice Chair Mann, Seconded by C. Volatile-Wood
Voting Yea: D. Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

4. 2026 Budget Discussion

- T. Cleveland shared budgeting documents with the Trustees.
- Trustees participated in budget discussion of existing line items. Budget documents included potential raises for the Library Director and staff, but the focus of the meeting was on Operational Expenses.
- The Selectboard has requested the GPL budget for a 3.5% target increase in all areas but salaries and benefits.
 - GPL's Operating expenses in 2025 was budgeted at \$20,545.00
 - A 3.5% increase to this budget in 2026 would be \$21,264.08
 - The proposed 6.84% increase in 2026 would be \$21,950.08
- Discussion was had about the possibility of adding another full-time library position and the salary, benefits and tax costs associated with a full-time hire; as well as if there was enough work to warrant another full-time employee.
- The Trustees discussed how a large increase in the 2026 budget would be received by the Georgia community if there would also be a bond for the library renovation project.
- More information on the renovation and potential bond will be discussed at the next regular meeting.

5. Adjourn

C. Volatile Wood made the motion to adjourn the meeting at 6:12pm.

Voting Yea: D. Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

GEORGIA PUBLIC LIBRARY

October

2025 Budget

% of Year=
Remainder

83%
17%

Line Item	Town Budget	Town YTD	Remainder in Town Budget	Remainder Variance %	Other Income	Grant Income Collected/Billed	BBF Grant Money remaining	BBF Monies to be spent on assets	Remainder to spend, all inclusive
Town Appropriation	\$ 181,898.62	\$ 141,454.91	\$ 40,443.71	22%					\$ 40,443.71
Other Revenue					\$ 4,338.62				\$ 4,338.62
Library Impact Fees			\$ -						\$ -
Grants:			\$ -			\$ 27,402.47	\$ 11,493.14		\$ 11,493.14
			\$ -					\$ 17,079.18	\$ 17,079.18
Total Revenue	\$ 181,898.62	\$ 141,454.91	\$ 40,443.71	22%	\$ 4,338.62	\$ 27,402.47	\$ 11,493.14		\$ 73,354.65
1-7-05-70-10.00 Library Salaries	\$ 119,464.00	\$ 95,897.60	\$ 23,566.40	20%					\$ 23,566.40
1-7-05-70-11.00 Library Social Security	\$ 9,139.00	\$ 7,293.09	\$ 1,845.91	20%					\$ 1,845.91
1-7-05-70-12.00 Library Retirement	\$ 5,837.62	\$ 5,022.52	\$ 815.10	14%		\$ -			\$ 815.10
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00	\$ 20,939.43	\$ 4,278.57	17%		\$ -			\$ 4,278.57
1-7-05-70-14.05 Library HRA Funding	\$ 1,250.00	\$ 1,250.00	\$ -	0%		\$ -			\$ -
1-7-05-70-16.00 Library Dental Insurance	\$ 445.00	\$ 359.34	\$ 85.66	19%		\$ -			\$ 85.66
Sub Total Salaries and Benefits	\$ 161,353.62	\$ 130,761.98	\$ 30,591.64	19%	\$ -	\$ -	\$ -		\$ 30,591.64
1-7-05-70-21.00 Library Postage	\$ -	\$ 22.95	\$ (22.95)			\$ -			\$ (22.95)
1-7-05-70-22.00 Library Supplies	\$ 1,500.00	\$ 780.55	\$ 719.45	48%		\$ 2,702.89			\$ 719.45
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00	\$ 2,863.55	\$ 636.45	18%	\$ 657.62	\$ -			\$ 1,294.07
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00	\$ 1,180.18	\$ 1,319.82	53%		\$ 988.22	\$ 4,295.76		\$ 5,615.58
1-7-05-70-22.2 Library Audio Visual	\$ 750.00	\$ 21.99	\$ 728.01	97%		\$ 1,029.00			\$ 728.01
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00	\$ 104.45	\$ 395.55	79%		\$ 1,423.36			\$ 395.55
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00	\$ 1,587.66	\$ 57.34	3%		\$ 475.18			\$ 57.34
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00	\$ 1,289.44	\$ 4,710.56	79%		\$ -			\$ 4,710.56
1-7-05-70-22.36 Library Tech Support	\$ 450.00	\$ 286.48	\$ 163.52	36%		\$ -			\$ 163.52
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00	\$ 129.58	\$ 1,070.42	89%		\$ -			\$ 1,070.42
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00	\$ 721.97	\$ (221.97)	-44%		\$ 2,681.20	\$ 895.36		\$ 673.39
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00	\$ 798.86	\$ 201.14	20%	\$ 350.00	\$ 800.00	\$ 1,800.00		\$ 2,351.14
1-7-05-70-52.05 Library Purch - current year	\$ -	\$ -	\$ -		\$ 3,331.00	\$ 17,079.18	\$ 3,460.44	\$ 17,079.18	\$ 23,870.62
1-7-05-70-63.00 Library Equipment Repair	\$ 500.00	\$ -	\$ 500.00	100%		\$ -			\$ 500.00
1-7-05-70-99.00 Library Miscellaneous	\$ 500.00	\$ 905.27	\$ (405.27)	-81%		\$ 223.44			\$ (405.27)
Sub Total Operating Expenses	\$ 20,545.00	\$ 10,692.93	\$ 9,852.07	48%	\$ 4,338.62	\$ 27,402.47	\$ 10,451.56		\$ 41,721.43
Total Expenses	\$ 181,898.62	\$ 141,454.91	\$ 40,443.71	22%	\$ 4,338.62	\$ 27,402.47	\$ 10,451.56		\$ 72,313.07
Diff	\$ -	\$ -	\$ -			Indirect:	\$ 1,041.19		\$ 1,041.19
					Total of Indirect costs charged to BBF		\$ 11,492.75		\$ 73,354.26

Notes:

Lori has not made any adjustments to our Library Purchase account to reflect money for the book drop (\$6065)

July BBF	\$ 145.60
August BBF	\$ 372.97
September BBF	\$ 1,337.17
October BBF	\$ 463.07
November BBF	
December BBF	
Total Indirect Collect	\$ 2,318.81
Total allowed indirect BBF	\$ 3,360.00
Remainder	\$ 1,041.19

From UW

This is all 6 months of BBF funds and Mkt funds But we can't spend the 3460 this year, as the money wont be in the general fund by Dec 31

Current balance of BBF funds that we can spend on assets for the library:

\$ 2,318.81	Indirect
\$ 15,865.46	Salaries
\$ 1,213.72	Personnel exp
\$ 19,397.99	
\$ 3,331.00	G Market
\$ (6,566.04)	End caps
\$ 16,162.95	
\$ (3,000.00)	Computers
\$ 13,162.95	

This needs to spent before December 15th to get it into the last warrant for the SB

TOWN BUDGET

Remainder
to be spentKnown Nov
Expenses Known Dec
ExpensesTotal (over)
or under

Noteable

\$ 23,566.40					\$ 23,566.40
\$ 1,845.91					\$ 1,845.91
\$ 815.10					\$ 815.10
\$ 4,278.57					\$ 4,278.57
\$ -					\$ -
\$ 85.66					\$ 85.66
\$ (22.95)					\$ (22.95)
\$ 719.45		\$ 950.10			\$ (230.65)
\$ 636.45		\$ 1,308.79			\$ (672.34)
\$ 1,319.82		\$ 15.59			\$ 1,304.23
\$ 728.01		\$ 303.60			\$ 424.41
\$ 395.55		\$ 26.30			\$ 369.25
\$ 57.34		\$ 249.66			\$ (192.32)
\$ 4,710.56		\$ 2,177.00	\$ 3,670.00		\$ (1,136.44)
\$ 163.52					\$ 163.52
\$ 1,070.42					\$ 1,070.42
\$ (221.97)					\$ (221.97)
\$ 201.14					\$ 201.14
\$ -					\$ -
\$ 500.00					\$ 500.00
\$ (405.27)					\$ (405.27)
					\$ -
\$ 40,443.71					\$ 40,443.71

Buy book supplies through either grant?

Buy most children's books through BBF grant
until we get through November

All trainings thru BBF grant

Grant Expenses

To reconcile to town

	Total NCSS	Total BBF	Total UW	Total Courier	N L of M	Total All Grants
1-7-05-70-10.00 Library Salaries	\$ -	\$ 15,865.46	\$ -	\$ -	\$ -	\$ 15,865.46
1-7-05-70-11.00 Library Social Security	\$ -	\$ 1,213.72	\$ -	\$ -	\$ -	\$ 1,213.72
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	\$ -	\$ 1,766.02	\$ 936.87	\$ -	\$ -	\$ 2,702.89
1-7-05-70-22.05 Library Adult Books	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-22.10 Library Childrens Books	\$ -	\$ 988.22	\$ -	\$ -	\$ -	\$ 988.22
1-7-05-70-22.2 Library Audio Visual	\$ 1,029.00	\$ -	\$ -	\$ -	\$ -	\$ 1,029.00
1-7-05-70-22.25 Library Young Adult Books	\$ -	\$ -	\$ 1,423.36	\$ -	\$ -	\$ 1,423.36
1-7-05-70-22.30 Library Interlibrary Loan	\$ -	\$ -	\$ -	\$ 475.18	\$ -	\$ 475.18
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	\$ -	\$ 2,681.20	\$ -	\$ -	\$ -	\$ 2,681.20
1-7-05-70-44.05 Library Educational Progr	\$ -	\$ 450.00	\$ -	\$ -	\$ 350.00	\$ 800.00
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	\$ -	\$ 223.44	\$ -	\$ -	\$ -	\$ 223.44
					\$ -	\$ -
Total per month	\$ 1,029.00	\$ 23,188.06	\$ 2,360.23	\$ 475.18	\$ 350.00	\$ 27,402.47

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						\$ 1,029.00							\$ 1,029.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,029.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,029.00

Grant Expenses - BBF

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	\$ -						\$ 1,023.62	\$ 3,188.87	\$ 8,049.84	\$ 3,603.13			\$ 15,865.46
1-7-05-70-11.00 Library Social Security	\$ -						\$ 78.31	\$ 243.95	\$ 615.82	\$ 275.64			\$ 1,213.72
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	\$ -						\$ 290.40		\$ 1,475.62				\$ 1,766.02
1-7-05-70-22.05 Library Adult Books	\$ -												\$ -
1-7-05-70-22.10 Library Childrens Books	\$ -							\$ 296.83	\$ 549.19	\$ 142.20			\$ 988.22
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	\$ -								\$ 2,681.20				\$ 2,681.20
1-7-05-70-44.05 Library Educational Progr	\$ -									\$ 450.00			\$ 450.00
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	\$ -						\$ 63.70			\$ 159.74			\$ 223.44
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,456.03	\$ 3,729.65	\$ 13,371.67	\$ 4,630.71	\$ -	\$ -	\$ 23,188.06
Grant BBF												Grant Total	\$ 37,000.00
					Indirects		145.6	372.96	1337.17	463.07			\$ 2,318.80
												Remainder	\$ 11,493.14
					Total Bill to BBF		\$ 1,601.63	\$ 4,102.61	\$ 14,708.84	\$ 5,093.78			

Reconciles to BBF Billing

National Library of Medicine
To reconcile to town

	Jan	Feb	Mar	Apr
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	\$ -	\$ -	\$ -	\$ -

MayJuneJulyAugSeptOctNovDec

\$ 350.00

\$ - \$ - \$ - \$ - \$ 350.00 \$ - \$ - \$ -

Total

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	350.00
\$	-
\$	-
\$	-
\$	-
\$	350.00

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		\$ -								936.87					\$ 936.87	
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		\$ -						\$ 1,168.27	\$ 255.09						\$ 1,423.36	
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,168.27	\$ 255.09	\$ 936.87	\$ -	\$ -	\$ -		\$ 2,360.23	

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	\$ -						\$ 197.06	\$ 278.12					\$ 475.18
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197.06	\$ 278.12	\$ -	\$ -	\$ -	\$ -	\$ 475.18

Section 4. Item #A.

TOWN BUDGET REMAINDER TO SPEND		Thru October Remiander To Spend		November Charges	December Charges	As of Nov 13 Remainder to spend
1-7-05-70-21.00 Library Postage		\$ (22.95)				\$ (22.95)
1-7-05-70-22.00 Library Supplies		\$ 719.45		\$ 979.07		\$ (259.62)
1-7-05-70-22.05 Library Adult Books		\$ 636.45		\$ 1,285.79		\$ (649.34)
1-7-05-70-22.10 Library Childrens Books		\$ 1,319.82		\$ 41.89		\$ 1,277.93
1-7-05-70-22.2 Library Audio Visual		\$ 728.01		\$ 314.13		\$ 413.88
1-7-05-70-22.25 Library Young Adult Books		\$ 395.55		\$ 444.43		\$ (48.88)
1-7-05-70-22.30 Library Interlibrary Loan		\$ 57.34		\$ 249.66	\$ 500.00	\$ (692.32)
1-7-05-70-22.35 Library Online/Electronic		\$ 4,710.56		2,177.00	\$ 3,670.00	\$ (1,136.44)
1-7-05-70-22.36 Library Tech Support		\$ 163.52		\$ 80.00		\$ 83.52
1-7-05-70-22.40 Library Copier Lease		\$ 1,070.42				\$ 1,070.42
1-7-05-70-44.00 Library Training/Workshop		\$ (221.97)				\$ (221.97)
1-7-05-70-44.05 Library Educational Progr		\$ 201.14				\$ 201.14
1-7-05-70-52.05 Library Purch - current year		\$ -				
1-7-05-70-63.00 Library Equipment Repair		\$ 500.00				\$ 500.00
1-7-05-70-99.00 Library Miscellaneous		\$ (405.27)				\$ (405.27)
						\$ 110.10

\$ 628.59 Could buy this much
in Adult books and -0-
in children's books
since we have the grants

No more spending for November
until I get reports from Lori
for November

Mission Statements are a statement of purpose. Here are some examples:

- The mission is to provide the community with access to educational and recreational materials for the citizens' enjoyment, enlightenment, and enrichment. The library will maintain a diverse and useful collection and provide programs of service to meet the informational and cultural needs of the community.
- The mission is to connect people and resources to inspire, inform, and empower our diverse community.
- The mission is to connect people with the world of ideas and information. The library aims to provide quality resources, programs, and spaces for community members to learn, relax, and interact, fostering a lifelong love of reading and literacy.
- The library enriches lives and builds community connections by providing engaging and accessible programs, services, resources, and spaces that meet evolving community needs.
- To empower community members to become lifelong learners by providing easy access to materials, online resources, programs and a welcoming place.
- Our mission is to inform, enrich, and nurture a community of lifelong learners.
- To create a community fueled by imagination, information, and connection.

Rules of Order for the Board of Library Trustees

Scope and Purpose

This document details the rules of order, or parliamentary procedures, to be used in meetings of the Board of Library Trustees. This document contains the entirety of the rules of order. No reference is made or implied to any other set of rules.

The rules of order enable the collegial, efficient, and effective conduct of Board meetings for proper governance and oversight of the Library. The rules of order ensure Trustees have the necessary information and time to carefully consider issues affecting the Library. When thoughtfully and consistently applied, the rules of order foster the public’s respect and confidence in the Board of Library Trustees.

Principles

The rules of order are derived from these core principles:

1. All Trustees have equal rights to be heard, to oppose, and to vote.
2. Trustees consider only one issue at a time.
3. The majority rules.
4. The minority must be heard.
5. The rules facilitate action.

Whenever a novel or ambiguous situation arises, the rules are interpreted to align with the core principles in their entirety.

Preparation for Meetings

The Library’s Chief Executive Officer (CEO) prepares a draft agenda and supporting documents for the Board in preparation for regular and annual meetings. These documents are collectively referred to as the “meeting book.” The meeting book is distributed to the Board through Internet-based means. The meeting book is finalized by

5:00 PM on the sixth working day prior to the meeting to allow Trustees a full business week to review and study the meeting book.

Conducting the Meeting

To promote free, open, and candid discussions, the Chair has discretion to manage the meeting and debate (discussion) in the style and with the degree of formality best suited for meeting participants and the nature of the meeting agenda.

During the meeting, all participants follow these decorum norms:

- 1. Only one person at a time may speak.
- 2. The speaker has the right to be heard without interruption.
- 3. The speaker limits their remarks to the topic under consideration.
- 4. The speaker uses the limited discussion time economically to allow others time to speak and be heard.

The Chair may interrupt, censure, or eject from the meeting any person not abiding by the decorum norms.

Motions

Motions are used to arrive at decisions. Following these rules carefully ensures decisions are made thoughtfully and with due respect to all.

Only one motion may be considered at any one time. It is not permitted to start a motion while another motion is under consideration.

Motions are completed through the following procedure:

- 1. **Obtaining the Floor.** A Trustee must be recognized by the Chair before beginning the motion.
- 2. **Beginning a Motion.** A Trustee begins a motion by stating, *“I move that”* and describing the action or decision to be taken. If a motion is presented by a

committee chair during their committee report, the Trustee says, *“On behalf of the [committee name], I move that....”*

3. **Seconding a Motion.** After a motion has been made, another Trustee may second the motion by saying *“I second the motion,”* or *“Second.”* A second simply indicates that another Trustee wishes the motion to be considered by the Board. If no one seconds, the motion is not before the Board and the Chair moves on to the next item of business. Motions on behalf of a committee do not need a second since they are de facto seconded by the committee majority.
4. **Debating the Motion.** The Chair restates the motion and opens debate by saying *“It has been moved and seconded that.... Is there any discussion?”* The Trustee making the motion has the right to speak first but is not required to speak. All Trustees desiring to speak must be heard. The Chair cannot close debate if any Trustee wishes to continue the discussion.
5. **Amending the Motion.** The debate may show that a motion does not properly state the desired decision or action. In these cases, the Trustee who made the motion says *“I amend the motion. I now move that...”* and states the amended action or decision. The Chair restates the amended motion saying, *“It is now moved that....”* No second is required.
6. **Tabling the Motion.** If the debate cannot be concluded during a reasonable amount of time, the Chair may defer the motion by saying *“If there are no objections, this motion is tabled until our next regular meeting.”* The motion then becomes a consideration item for the next regular meeting (see item 11 in the “Order of Business” section below).
7. **Putting the Question.** When it appears that debate has ended, the Chair asks, *“Is there further discussion?”* If there is no further discussion, the Chair restates the motion and calls for the vote: *“It has been moved and seconded that.... All those in favor, say ‘aye.’ Those opposed, ‘no.’”* The Chair always asks for the opposing votes, even when the ayes appear unanimous. Abstentions are not asked for since they do not affect the count of ayes and noes. The vote is taken by voice vote, with the

Chair determining the majority. If a Trustee wishes to have the vote tallied precisely, they address the Chair immediately after the vote saying, *“I call for a recorded vote.”* The Chair asks the Secretary to call the roll and record each vote. The Secretary submits the tally to the Chair without comment. For recorded votes, if the ayes and noes are tied, or if the sum of ayes and noes is less than the quorum, a majority was not obtained so the motion is not carried (approved).

8. **Announcing the Results.** The Chair announces the result of the vote immediately. The announcement includes three elements: (1) which side has won, (2) the result of the voting, and (3) the action that must result.

Example 1: *“The ayes have it. The motion carries. The policy is approved.”*

Example 2: *“The noes have it. The motion is not carried. The resolution is not adopted.”*

Example 3: *“The ayes and noes are even and there is no majority. The motion is not carried. The agenda is not amended.”*

Quorum

The quorum is the minimum number of **voting** Trustees who must be present in a meeting to transact the order of business and make valid, binding decisions in the name of the Board. The quorum is set in the Board bylaws. Whenever the number of Trustees in a meeting falls below the quorum, for whatever reason, the Chair immediately calls a recess in the meeting, saying *“A quorum is not present. We will recess for [number] minutes.”* If it appears it will not be possible to reconstitute a quorum, the Chair tables any active motion and adjourns the meeting. Any remaining consideration items may be carried forward to the next meeting.

Order of Business

All regular and annual meetings use the following order of business. This order of business comprises the items on the posted agenda required by the Maryland Open Meetings Act.

1. **Call to Order.** When the quorum is present, the Chair calls the meeting to order with one tap of the gavel and saying, *“The meeting will come to order.”*
2. **Adoption of the Agenda.** The Chair asks, *“Are there any corrections or additions to the agenda?”* After all corrections or additions have been made, the Chair says, *“If there are no objections, the agenda is adopted.”* After the agenda has been adopted, a motion is required to alter it.
3. **Welcoming Remarks.** The Chair recognizes the CEO for welcoming remarks from the hosting library’s leadership team or to introduce special guests. This welcome is optional and may not be necessary for every meeting.
4. **Approval of Minutes.** Minutes are distributed in the meeting book. The Chair asks, *“Are there any corrections to the minutes?”* Trustees propose any corrections for the Secretary to make note of. A motion to correct the minutes is not required. After all corrections have been proposed, the Chair says, *“If there are no objections, the minutes are approved as corrected.”* If there are no corrections, the Chair says, *“If there are no objections, the minutes are approved.”*
5. **Public Comment.** Public comment is solely the opportunity for a member of the public to address the Board as a whole. Trustees do not use this time to engage with the speakers or debate any issues raised. The Chair asks, *“Are there members of the public who wish to comment on an issue or concern?”* If a member of the public rises to speak, the Chair says *“Thank you. Speakers may have the floor for up to three minutes per speaker. Please introduce yourself and the councilmanic district you reside in for the record. At the end of the three minutes, speakers will be asked to yield the floor to the next speaker. You may begin when you are ready.”* The Secretary acts as timekeeper. The time begins after the speaker’s introduction. At the end of the three minutes, the Secretary rises. The

Chair reclaims the floor by saying *“Thank you for your comments.”* If there are other speakers, the Chair says, *“The next speaker may begin.”* If there are no other speakers or if no members of the public rise to speak, the Chair says, *“Public comments are now closed.”*

6. **Program.** The program is an opportunity for the Board to hear detailed information on a particular issue or topic. The program is limited to fifteen minutes. If there is to be a program, the Chair recognizes the CEO to introduce the program. The Secretary acts as timekeeper. If there is no program, the Chair moves to the next business item without comment.

7. **Consent Agenda.** Routine or well-understood items of business where no debate or controversy is expected may be placed on the consent agenda. All items on the consent agenda are voted on as approved with the single motion detailed in this paragraph. If there is no consent agenda, the Chair moves on to the next business item without comment. If a consent agenda is proposed, the Chair says *“We now take up the consent agenda. Are there objections to any item on the agenda?”* Objecting to an item only means a Trustee wishes to discuss the item. Items objected to are removed from the consent agenda and placed in their regular order on the agenda (motion is not required). After all objections have been heard, the Chair says, *“I move that all items on the consent agenda be approved.”* Immediately after the motion is seconded and without debate, the Chair puts the question *“All those in favor of the consent agenda, say ‘aye.’ Those opposed, ‘no.’”* The Chair announces the results. Approval of the consent agenda requires a two-thirds majority vote.

8. **Reports of Officers and Liaisons.** The Chair recognizes officers in the following order for reports to the Board. Officers and liaisons **may not** offer motions during their reports.
 - a. The Chair
 - b. Treasurer
 - c. CEO

- d. Foundation Board Liaisons
9. **Reports from Standing Committees.** The Chair recognizes committee chairs in the following order for reports to the Board. Committee chairs may offer motions during their reports to address recommendations made by the committee.
 - a. Finance and Audit Committee
 - b. Governance, Strategy, and Organization Committee
 - c. Human Resources and Diversity Committee
 10. **Reports from Special and Ad Hoc Committees.** The Chair recognizes committee chairs in the order they were formed chronologically for reports to the Board. Committee chairs may offer motions during their reports to address recommendations made by the committee.
 11. **Consideration Items.** The Chair introduces each consideration item on the agenda for discussion and disposition. If the item is a tabled motion, the Chair introduces the item saying, *“In our previous meeting it was moved and seconded that [restating the question]. We now resume our discussion.”* The motion then proceeds to conclusion.
 12. **Announcements.** When all business has been concluded, the Chair makes any necessary announcements.
 13. **Adjournment.** At the conclusion of Announcements, the Chair closes the meeting by saying, *“The agenda has been concluded. The meeting is adjourned,”* and taps the gavel once.

MEMORANDUM OF UNDERSTANDING**By and between the
TOWN OF GEORGIA, VERMONT
and the
GEORGIA PUBLIC LIBRARY****DRAFT 02/14/2022****STANDARD OPERATING PROCEDURES (SOP) ON LIBRARY MANAGEMENT IN
RELATIONSHIP TO THE TOWN OF GEORGIA**

The Georgia Public Library, acting through its Board of Trustees (herein after “Library”) and The Town of Georgia (acting through its Selectboard) (herein after “Town”) are the parties involved with regards to the following SOPs.

Purpose for SOPs

The following procedures are detailed to help clarify the roles and responsibilities of the Library and the Town in supporting the administration of the Georgia Public Library.

The Library is a “Public Library” as defined under VT §22VSA22; and The Board of Trustees for the Library are responsible for the materials in the Library and the Town is responsible for the upkeep and maintenance of the building pursuant to VT §22VSA22. The building was originally built as a Regional Library but was subsequently purchased by the Town of Georgia for the specific purpose of housing the Library.

The Town has been providing certain administrative and bookkeeping support, and certain grounds keeping and other maintenance services to the Library.

At this time, The Board of Trustees hires the Librarian and the Librarian currently advises The Board of Trustees on new hires. The Selectboard has collaborated with The Board of Trustees to create a benefits package for the Library employees for the purpose of providing fair and equitable benefits to all employees in the Town of Georgia.

The Town and Library desire to continue to maintain a cordial and cooperative working relationship in order to maintain a high-quality free public library for the citizens of Georgia. To this end, the Town and the Library have agreed to the following roles and responsibilities with regards to administration of the Library:

STANDARD OPERATING PROCEDURES

- The Town will continue to provide payroll and accounts payable services to the Library, consistent with those being performed at present.
- Consistent with VT § 22VSA22, the Library will “prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds” which will be included in the budget presented by the Town on Town Meeting Day. It is understood that the Town retains the right and ability to offer a budget recommendation to the Library on the proposal submitted by the Library.

- For new construction or capital improvements, the Library will meet and confer with the Selectboard. The Town retains the right and ability to offer its own budget recommendations on any capital budget item.
- The Library will continue to participate in the Town's property and liability insurance. The Town will continue to insure the Library building and contents against fire and property damage.
- The Town Departments where applicable, will provide the following maintenance services to the Library. The Library Director and Town Administrator will meet at least annually to review/update contact information for people who will attend to the maintenance categories listed below:
 - Snow removal - access road, parking lot and walkways – it shall be noted that this obligation is secondary to maintaining the Town roads which are a priority
 - Lawn care, including trimming and edging
 - Heating and cooling maintenance
 - Plumbing services
 - Water quality testing at required intervals
 - Lighting maintenance
 - Weekly custodial service to include: complete bathroom cleaning and restocking of paper goods and soap, and floor mopping. Waxing at less frequent intervals
 - Trash and recycling removal and disposal
 - Fire extinguisher maintenance
 - Parking lot repainting and restriping, as needed
 - Any other items historically covered, and/or for which there is an advantage for both the Town and library to properly maintain the building
- The Library Trustees agree to:
 - Meet with the Selectboard bi-annually to discuss accomplishments and goals for the Library
 - Work with the Selectboard/or Town Administrator to develop a Library Budget, which will support the Library's needs yet try to meet the Selectboard's budget increases and decreases
 - Working with the Selectboard to develop a plan to pay for large Library building maintenance expenses

Possible MOU Items 3.4.22

ARPA?

Ventilation update/air purifiers

PPE

Clorox wipes, hand sanitizer

First aid kit maintenance and replacement

AED machine

CPR/First Aid/AED Training

Fire extinguisher maintenance

Fire safety training

Emergency hostile situation training

Call system for threat in library

Painting walls- who buys paint & who does work

Blinds repair & replacement

Appliances- If Fridge, microwave, vacuum need replacement

Floor mats- protective, safety feature

Repair of floor damage

Upkeep of floor

Salt- Custodian prefers more expensive salt, better for floors

Plowing & shoveling & salting- schedule for when done

Annual deep cleaning:

Wipe down walls, replace bulbs, hornets nests, fixtures, wash windows, deep dusting and vacuuming out book bins

Window replacement- energy efficiency

Update flooring- carpet? In some areas? Lay new flooring over old?

Mowing- trimming trees and brush

Landscaping- flowers, & other decorative plantings

Repairs to sidewalk & parking lot

Repairs to dropbox, dropbox replacement

Repairs to mailbox, mailbox replacement

Repair fascia

Doors adjustment with frost heaves

Trash & recycling & compost removal

Paper towels/TP/Cleaning supplies/soap

Paper for copier

WHAT DOES A LIBRARY TRUSTEE DO?

“Trustees [of municipal public libraries] ... have full power to manage the public library, make bylaws, elect officers, establish a library policy and receive, control and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the library. The board may appoint a director for the efficient administration and conduct of the library.” (22 VSA §143a) These powers are basic to most trustees, whether their libraries are municipal or incorporated.

Basic trustee responsibilities include:

- Creating by-laws
- Setting library policy
- Hiring and regularly evaluating the library director
- Long range planning, in cooperation with the library director
- Financial management
- Promoting library use
- Serving as a link with the community

You don't need to know a lot about how libraries operate to be a trustee because your job is not to run the library day-to-day. You should be willing to be discreet, fair, open-minded and honest during policy decisions and group discussions. You bring a great deal to trusteeship in addition to your willingness to serve. Your background – education, employment, heritage, family and other ties – will be as useful to you as community contacts and other involvements. Your past experiences as a library user will also serve you well. Be aware of particular biases or opinions that might affect your decision making or the way you view your library's effectiveness. Knowing yourself will help you be a more productive trustee.

There are a number of additional, ongoing duties you will want to attend to:

- Prepare for, attend, and participate in all board meetings
- Be familiar with state and federal laws relating to managing the library, such as those relating to employment, operating a public building, etc.
- Monitor and evaluate the library's overall effectiveness
- Support library services and participate in library programs
- Advocate for library support in the community and statewide
- Learn as much as possible about issues affecting library service

In 1991, attorney Andrew H. Maass of Ryan Smith & Carbine of Rutland said that besides responsibilities outlined in statute, library trustees also have some more general responsibilities that originate in Common Law:

- The Duty of Care or Diligence: Directors and trustees must act with the care that a reasonably prudent person in a similar position would use under similar circumstances. They must perform their duties in good faith and in a manner they reasonably believe to be in the best interests of the organization. Prior to making a business decision, directors and trustees must inform themselves of all material information reasonably available to them. This duty requires not only reasonable behavior with respect to matters submitted for approval, but also requires reasonable inquiry and monitoring of organizational affairs. Although directors

and trustees are not insurers of the integrity of their employees or of general organization performance, they are required to implement reasonable programs to promote appropriate conduct and to identify improper conduct.

- **Duty of Loyalty:** Directors and trustees are required to refrain from engaging in personal activities which would injure or take advantage of the organization. They are prohibited from using their position of trust and confidence to further their private interests. This duty requires an undivided and unselfish loyalty and demands that there be no conflict between one's duty to the organization and self-interest....
- **Duty of Obedience:** Directors and trustees are required to perform their duties in accordance with applicable statutes and the terms of the organization's charter and by-laws. Trustees may be liable if they authorize an act which is beyond the powers conferred upon an organization by its charter or by the laws of the state.

The Vermont statute relating to general standards for directors and officers of non-profit corporations reflect these duties in 11B VSA § 8.3

What about liability?

As a general proposition, directors, officers and trustees of corporations may be sheltered from liability by the corporate shell. Actions taken by corporate officers and directors within the scope of authority and in good faith should be protected from personal liability. It is the corporation that bears the burden. This applies equally to duly constituted non-profit corporations and municipal corporations. Thus, it is incumbent upon trustees to assure that their library has either been properly incorporated and continuously maintained, or, if municipal, has been properly created or adopted by the municipality.

A further protection may be found in 12 VSA § 5781 which provides immunity from liability for directors, officers and trustees who serve, without compensation, organizations that have IRS recognition as non-profit under Section 501(c)(3) of the Internal Revenue Code. Directors, officers and trustees of organizations that do not have this recognition, even though non-profit, do not have this immunity.

In addition, 12 VSA § 5782 confers immunity on a person employed by a library with or without compensation. This is true, however, concerning the provision of: (1) information contained in any library materials, or (2) library services to library patrons in the course of his or her duties. The provisions of this statute likely afford protection to trustees in their board actions, but this will remain unclear until litigated.

Nonetheless, if a trustee is aware of a problem, it is his/her duty to see that it is taken care of. This includes, but it is not limited to, building deficiencies and staff and patron safety. In addition, it is wise practice to be aware of situations which could become problems in the future. Inspect the building and equipment for fire and safety violations at least annually. Make sure emergency procedures, equipment, and supplies are available and up-to-date. Discuss safety issues with your library director.