



# GEORGIA VERMONT

---

## Georgia Public Library Trustee Meeting Wednesday, April 15, 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. **PUBLIC COMMENT (For items not on agenda)**
3. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
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
5. **TREASURER REPORT**
  - A. Q1 Update
6. **LIBRARY DIRECTOR REPORT**
  - A. Personnel
  - B. Facilities
  - C. Programming
7. **NEW BUSINESS**
  - A. Library Director Scope of Duties, Job Description
  - B. Trustee Duties Clarification
  - [C.](#) 2026 Budget
8. **OLD BUSINESS**
  - A. Cleaning Company
  - B. Background Checks
  - C. Memorandum of Understanding with the Town of Georgia

**9. OTHER BUSINESS**

**A.** Committee Reports:

- i. Security Committee
- ii. Policy Committee
- iii. HR Committee
- iv. Building Revitalization Committee

**10. PLAN NEXT MEETING**

May 20, 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.)

**A.** Personnel

**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, March 18, 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 5:04PM

#### TRUSTEES PRESENT

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

#### STAFF PRESENT

Library Director Bridget Stone

#### PUBLIC PRESENT

Kellie Bosenberg, Heather Grimm, Leonard Richer, Owen Richer, Gabe Webb, Debbie Mann (via Zoom), Natasha Halverson (via Zoom)

#### PUBLIC COMMENT (For items not on agenda)

Eagle Scout Candidate Owen Richer and members of Georgia Boy Scout Troop 42 were present to discuss possible Eagle Scout projects at the library. A follow up meeting will be organized for May with O. Richer and the Scouts.

### 2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

### 3. APPROVAL OF MINUTES

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

Motion to approve the minutes with minor change.

Motion made by Secretary Caspers, Seconded by Vice Chair Savich

Voting Yea: Vice Chair Savich, Secretary Caspers, Treasurer Cleveland, Member at Large Dunsmore

Voting Abstaining: Chair Chiappinelli

B. Georgia Public Library Trustee Special Meeting Minutes: March 10, 2026

Motion to approve minutes with correction to Trustee names, edits to Safety Discussion language and edits to Town Personnel Policy language.

Motion made by Treasurer Cleveland, Seconded by Vice Chair Savich

Voting Yea: Chair Chiappinelli, Vice Chair Savich, Secretary Caspers, Treasurer Cleveland, Member at Large Dunsmore

**4. TREASURER REPORT 5:58PM**

A. Grant Update

- Treasurer T. Cleveland, Library Director Bridget Stone and Town Treasurer Lori Hobart had a meeting with United Way regarding the Substance Misuse Prevention Grant.
- The grant scope and budget was narrowed by \$17,590 due to a problem with getting contractors for the program and the staff shortage.
- T. Cleveland explained this occurred between meetings of the two boards, which is why there was not Board input. Money not spent will be allocated to other agencies.
- T. Cleveland provided a handout detailing the grant adjustments.

B. 2026 Budget

- T. Cleveland provided two handouts with budget scenarios.
- The Trustees discussed grant and impact fund allocations; as well as adjusting library operating hours and staff.
- A Special Budget Trustee Meeting will be held on Wednesday March 25th at 5pm to continue discussion.

**5. LIBRARY DIRECTOR REPORT 6:47PM**

A. Personnel/Staffing

- Welcome new staff member Sarah to the Georgia Public Library!
- Library Director B. Stone is interested in the HR process at the Town of Georgia. Requested the library form an HR committee to advocate to the Town.

B. Facilities

- B. Stone has voiced many concerns with the cleaning company to the Town Administrator and requested how these complaints were being tracked. This is another area an HR committee could address.

C. Programming

- Many thanks to Library Assistant Mindy who has put a lot of effort into Crafternoons, which has been very well attended. This program will be turned over to Sarah, who has a background in the arts.

**6. NEW BUSINESS 6:57PM**

A. HUD Grant Approval and Support Letter

- Trustees discussed the letter of support and had questions on the language in the letter.
- Secretary K. Caspers will make the suggested changes to the letter and will be brought back to the Board at the next meeting.

B. Committee Appointments

- i. Building Revitalization Committee - Vice Chair Savich and Treasurer Cleveland
- ii. Policy Committee - Secretary Caspers and Member at Large Dunsmore
- iii. Other committees:

- Safety Committee - Vice Chair Savich and Treasurer Cleveland
- HR Committee: Chair Chiappinelli and Secretary Caspers

C. Background Checks

- B. Stone reported that all GPL staff members and volunteers but one have undergone the background checks. The results on the last will potentially be available by the end of the week.
- She reported there are no concerns with any of the background checks.
- There was discussion on the background check results being held at the Town offices, the Personnel Policy Addendum language for background checks, and the security of the results of the background checks.

D. Cleaning Company

- Discussion was had on hiring a new cleaning company for the library. The Town will allocate \$520/month for library cleaning. Any additional funds for cleaning will come out of the library's budget.
- H. Dunsmore will take on the task of reaching out to cleaning companies for availability and price. She will work with B. Stone on the scope of work needed as well as scheduling.

**7. OLD BUSINESS 7:30PM**

A. Safety Discussion

- The newly appointed Safety Committee will meet to discuss safety concerns with the library director and bring the discussion and recommendations back to the Board.

B. Policies:

i. Social Media Policy –

- Discussion is tabled for the next regular meeting so the Trustees can study and compare the Library Social Media Policy and the Town Social Media Policy. The Policy committee will investigate questions surrounding the two policies.

ii. Personnel Policy-

- The GPL Trustees agreed to follow the Town's Personnel Policy in a letter to the Selectboard last year.
- B. Stone questioned whether the policy could be changed for the library. Any changes would have to be requested to the Selectboard.
- The Policy Committee will find out if the Trustees need to submit a letter to the Selectboard to opt into the Personnel Policy now with the new board, or a year from when the letter was first signed.

iii. Ethics Policy –

- Training is required for all newly elected Board members of non-advisory boards, which includes GPL Trustees.
- K. Caspers said she would send the link out to all Trustees to complete the training.

C. Revitalization Committee Update

- T. Cleveland reported the Committee will next meet March 19 at 4:30pm at the library.

D. Memorandum of Understanding with the Town of Georgia

- K. Caspers included the MOU in the packet for the new Trustees to be aware of the language. This document is currently at the Town's attorney and Trustees will have an opportunity to review any changes to the MOU made by the attorney before signature.

E. Staff Job Descriptions

- Discussion was had on whether library job descriptions should be in the library policies. Currently the job descriptions listed in the policies and on the website are outdated.
- The Policies Committee can meet with the Library Director to propose changes to the policy for Board approval.
- B. Stone will provide an updated job description to the Trustees for review.

**8. OTHER BUSINESS**

**PLAN NEXT MEETING**

March 25, 2026, 5:00PM in the Georgia Public Library Community Room

April 15, 2026, 5:00PM in the Georgia Public Library Community Room

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

**A. Personnel**

Chair Chiappinelli 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 7:55pm

Motion made by Secretary Caspers, Seconded by Treasurer Cleveland

Voting Yea: Chair Chiappinelli, Vice Chair Savich, Secretary Caspers, Treasurer Cleveland, Member at Large Dunsmore

Motion to enter into executive session to discuss Personnel with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion made by Secretary Caspers, Seconded by Treasurer Cleveland

Voting Yea: Chair Chiappinelli, Vice Chair Savich, Secretary Caspers, Treasurer Cleveland, Member at Large Dunsmore

Motion to exit from Executive Session at 8:18pm

Motion made by Chair Chiappinelli, Seconded by Treasurer Cleveland

Voting Yea: Chair Chiappinelli, Vice Chair Savich, Secretary Caspers, Treasurer Cleveland, Member at Large Dunsmore

**No action taken following Executive Session.**

**10. ADJOURN**

Motion to adjourn at 8:19PM

Motion made by Treasurer Cleveland, Seconded by Vice Chair Savich.

Voting Yea: Chair Chiappinelli, Vice Chair Savich, Secretary Caspers, Treasurer Cleveland, Member at Large 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**



# GEORGIA VERMONT

## Georgia Public Library Special Trustee Meeting Wednesday, March 25, 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 5:06PM

#### TRUSTEE BOARD PRESENT

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

#### GPL STAFF PRESENT

Bridget Stone, Mindy Grange

#### PUBLIC PRESENT

Selectboard Chair Kellie Bosenberg, Selectboard Vice Chair Brian Dunsmore, Natasha Halverson (via Zoom), Caroline Bright (via Zoom)

### 2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- T. Cleveland requested the budget discussion moved to item # 3 and the cleaning discussion be tabled for the next meeting.
- H. Dunsmore said the potential cleaners would like to know if their services will be engaged sooner than later, so requested the discussion not be tabled.
- Chair Chiappinelli said the agenda will stay as written.

### 3. CLEANING COMPANY

- H. Dunsmore provided handouts with information on area cleaning companies and individuals as well as prices and availability.
- The Trustees and Library Director B. Stone discussed best options for the \$520/month budget for cleaning the library from the Town of Georgia.
- Cleaning products and appliances, such as a new vacuum cleaner, are included in the budget.

- B. Stone asked who will schedule and manage the services with the vendor. As the Board of Trustees is hiring for the library, the Library Director will work directly with the vendor. This change will be added to the MOU.

Motion to enter into a contract with Jolly Bates for cleaning services at \$25 an hour for 2.5 hours per week on Thursday mornings.

Motion made by K. Caspers, Seconded by T. Cleveland

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

#### 4. HUD GRANT

##### A. Grant Letter of Support and Approval

- Trustees discussed the HUD grant, application process, and grant management procedures as dictated by the grant and as outlined in Town of Georgia grant policies and procedures.
- C. Bright asked what the legal relationship between the Town and the library, specifically the Selectboard and Board of Trustees and how they function in relation to state statute.
- B. Stone explained the Selectboard and Trustees were peer boards, with agreement by personnel policy for the Town to provide the library resources such as plowing, utilities, bookkeeping services, etc. The draft MOU will outline the working relationship between the two. B. Stone also requested an organizational chart.
- Selectboard Chair K. Bosenberg explained the Town is fiscally responsible for the library, which gets a yearly appropriation. All grants in the Town of Georgia use the Town's UEI and must follow the Grant Policy in place.
- T. Cleveland was concerned who would serve as project manager or clerk of the works for the project if the HUD grant is awarded, given it is a municipal building for the benefit of the library.

Motion for the Trustees to sign the letter authorizing K. Caspers to apply for the HUD grant.

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

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

#### 5. BUDGET DISCUSSION

##### A. Budget Documents

- T. Cleveland provided draft budget handouts for the Trustees. Discussion ensued on the line items, level funding, and how to run the library with the Town's appropriation.
- One option will be to close the library ten extra days a year, which will save on hourly staff wages. Most proposed days off coincided with existing holidays and were indicated to be slower times for the library.
- K. Caspers discussed the reduction in the \$20,500 allocated to operating expenses in the draft budget, which includes all programming, materials and books. From 2021-2025 the operating budget has grown minimally while books and materials have gotten more expensive. Yet administrative costs have risen and make up much of the \$181,898 appropriation from the Town.
- There was discussion on the library director's salary, in comparison to average/median pay for library director's salary in the State of Vermont from VLCT. B. Stone said that education level and tenure should be considered, in addition to grants obtained for the library and the salaries of other Town employees.
- The Trustees discussed raises and the hourly staff.

- Questions on the proposed extra days to close the library included if the salaried library director will be using vacation time or reduced salary during the closures. B. Stone said she intended to work during the time the library was closed.
- K. Bosenberg said the proposed vacation days are not in the personnel policy, so this will need to go through the Town.
- Chair Chiappinelli referred to the 3% raises for Town staff in the Town Report, while recognizing the Trustees are responsible for raises for GPL staff. There has been discussion of large raises to the library director's salary over the years but questioned the trend for raises of Town staff.
- N. Halverson spoke on the benefits to the operating expenses and book purchases that were provided by the grants B. Stone brought into the library.
- The Trustees discussed the amount of funds brought in by grants on a yearly basis and what those grants provided to the library.
- B. Dunsmore spoke on the library changing their budget from what is represented in the Town Report. The Memorandum of Understanding between the town and the library will improve the transparency of the library's budget for the taxpayers.
- S. Savich asked if the budgeting structure would change with the Town's move from a calendar year to a fiscal year in 2028.
- T. Cleveland answered Trustee and public questions about the operating expenses and materials in the draft budget.
- B. Stone explained what work she does while at home when the library is closed on Mondays, or takes time off this day when working late during the prior week.
- The new security cameras will come out of the Town's budget, not the library's budget. There was conversation on the camera installation and the renovation project.
- Closing the library for ten additional days per year will not work within the Town's Personnel Policy. A reduction of 2-4 hours consistently during the week was initially suggested, while another suggestion was to close the library when B. Stone was on vacation. B. Stone said the workload would be the same with two less hours a week.
- The Trustees discussed tabling the budget again. B. Stone said she needs to know if she can hire a new employee for 18.5 hours each week.
- K. Caspers said if she were to call Point of Order, the motion would be to approve the budget as written in the Town Report, to spend the amount of Impact Fees on books, spend what we have in grants as outlined by each grant, and the savings on health insurance costs and any United Way grant monies go towards hourly workers.
- T. Cleveland said she would work the numbers for the next Trustee meeting, but estimated it was close enough to give B. Stone permission to hire the new employee.

Motion to give B. Stone permission to hire an 18.5 hour a week employee for \$18 an hour.

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

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

**6. EXECUTIVE SESSION (if needed)**

**7. ADJOURN**

Motion to adjourn at 7:05PM

Motion made by K. Caspers, Seconded by T. Cleveland

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

**Posted to the Town website and Georgia Public Library.  
Signed: Kollene Caspers, Trustee Secretary  
Phone: 802-524-4643 | Website: townofgeorgia.com**

DRAFT



# Town of Georgia Impact Fee Ordinance

In Effect April 24, 2025

Re-Approved 24 February 2025

**Table of Contents**

1 Section One: Legislative Findings ..... 1

2 Section Two: Short Title, Authority and Applicability ..... 1

3 Section Three: Intents and Purposes ..... 1

4 Section Four: Definitions ..... 1

5 Section Five: Imposition of impact Fees ..... 3

6 Section Six: Computation of the Amount of the Impact Fee for Each of the Cost Centers ..... 3

**6.2 FEE SCHEDULE DWELLING UNITS ..... 3**

7 Section Seven: Payment of Fee ..... 6

8 Section Eight: Impact Fee Trust Funds Established for Town Impact Fees ..... 6

9 Section Nine: Use of Funds ..... 7

10 Section Ten: Refund of Fees Paid ..... 7

11 Section Eleven: Exemptions, Credits and Discounts ..... 8

**11.1 Exemptions ..... 8**

**11.2 Credits ..... 9**

**11.3 Discounts ..... 10**

12 Section Twelve: Conversions and Accessory Dwelling Units ..... 10

13 Section Thirteen: Appeals ..... 11

14 Section Fourteen: Violations ..... 11

15 Section Fifteen: Severability ..... 11

16 Section Sixteen: Other Laws ..... 11

17 Section Seventeen: Effective Date ..... 11

**17.2 Adoption History ..... 12**

**1 Section One: Legislative Findings**

- 1.1.1 The Selectboard of the Town of Georgia finds, determines and declares that:
- 1.1.1.1 The Town must expand its capital projects in each of six cost centers: Fire and Public Safety, Road Department, General Government and Administration, Library, Parks and Recreation Department, and the Town School District in order to maintain the current services standards for each cost center if new development is to be accommodated without decreasing the current service standards for each cost center. This must be done in order to promote and protect the public health, safety and welfare;
  - 1.1.1.2 The imposition of impact fees is one of the preferred methods ensuring that development bears a proportionate share of the cost of capital facilities necessary to accommodate such development. This must be done in order to promote and protect the public health, safety and welfare;
  - 1.1.1.3 Each of the types of land development described in Section Seven hereof will create demand for the acquisition of equipment, the expansion of related capital facilities and the construction of capital facilities for each of the cost centers;
  - 1.1.1.4 The fees established by Section Seven are derived from, are based upon, and do not exceed the costs of providing the proportionate share of the cost of equipment, the expansion of related facilities and the construction of additional capital projects necessitated by the new land developments for which the fees are levied;
  - 1.1.1.5 The report entitled, "Capital Program & Budget 2025-2030", dated January 13, 2025, sets forth a reasonable methodology and analyses for the determination of the impact of new development on the need for and costs of additional equipment and facilities for each of the cost centers in the Town.

**2 Section Two: Short Title, Authority and Applicability**

- 2.1.1 This ordinance shall be known and may be cited as the "Town of Georgia Impact Fee Ordinance."
- 2.1.2 This ordinance is enacted pursuant to the specific authority granted municipalities to establish impact fees contained in 24 V.S.A. Chapters 117 and 131, and the authority granted to municipalities to enact ordinances in 24 V.S.A. Chapter 59. This ordinance is designated as a civil ordinance under 24 V.S.A. § 1971(b).

**3 Section Three: Intents and Purposes**

- 3.1.1 This ordinance is intended to assist in the implementation of the "Town of Georgia: January 6, 2025, Town Plan" and the "Town of Georgia: Capital Budget and Program 2025-2030" and the "Georgia School Five-Year Spending Plan for Impact Fees."
- 3.1.2 It is the intent of this chapter to enable municipalities to require the beneficiaries of new development to pay their proportionate share of the cost of municipal and school capital projects which benefit them and to require them to pay for or mitigate the negative effects of construction." 24 V.S.A. § 5200.

**4 Section Four: Definitions**

- 4.1.1 "Capital Project" means any physical betterment or improvement including furnishings, machinery, apparatus or equipment for such physical betterment or improvement; any preliminary studies and surveys relating to any physical betterment or improvement; land or rights in land; or any combination of these." 24 V.S.A. § 5201(2).
- 4.1.2 A "Dwelling Unit (DU)" is any structure utilized for or designed for or intended to be utilized for human habitation whether seasonal or year-round, including ADU's, accessory apartments, lodging establishments, nursing homes, residential lodging and tourist homes as those terms are defined or applied in the Town Zoning Bylaws and Subdivisions Regulations or as those terms are used and commonly applied in practice in the Town.
- 4.1.3 A "Feepayer" is a person applying for the issuance of a Municipal Land Use Permit
- 4.1.4 "Impact Fee" means a fee levied as a condition of issuance of a zoning or subdivision permit which will be used to cover any portion of these costs of an existing or planned capital project that will benefit or it attributable to the users of the development or to compensate the Town for any expenses it incurs as a result of construction. The fee may be levied for recoupment of costs for previously expended capital outlay for a capital project that will benefit the users of the development.
- 4.1.5 "Mission Specific Equipment" is equipment necessary to the ability of each of the cost centers to provide those public services for which they are responsible including, but not limited to: "Fire Protection" meaning the prevention and extinguishment of fire, the protection of life and property from fire, and the enforcement of town, county and state fire codes; "Rescue" meaning what commonly is called "rescue", a service which generally includes the provision of basic life support, and the extrication of accident victims from entrapment; the meaning shall extend to support assistance in service in other agencies or authorities engaged in "rescue", but excludes maintenance and operations; "Road Equipment" meaning the acquisition of equipment including, but not limited to: equipment for plowing roads; equipment for sanding roads; equipment for grading roads; equipment for maintaining ditches, culverts, and drainage facilities; equipment for mowing; and equipment for maintaining easements, medians, shoulders, curbing and rights-of-way, but excludes maintenance and operations; "General Government Equipment" meaning, computers and related equipment and software; copiers, ledgers, binding and storage for municipal records, and other necessary office equipment, but excludes maintenance and operations; "Educational Equipment" meaning furnishing, fixtures, computers, related computer equipment, software, tele-communications equipment, audio and visual assistance equipment, copiers and other office equipment but excludes maintenance and operations; "Library Equipment" meaning books in the traditional form as bound 'volumes', and in modern terms as provided for by a variety of media such as auditory books, microfilm, and audio-visual tape media, and the equipment necessary to store, retrieve and 'read' books in any form, but excludes maintenance and operations; "Park and Recreation Equipment" meaning docks, shelters, athletic fields, beaches, picnic facilities, bike paths, playground equipment, and equipment required for maintaining park and recreation facilities and equipment, but excludes maintenance and operations.
- 4.1.6 "Municipal Land Use Permit" means a zoning, subdivision, site plan, or building permit or approval, any of which relate to land development that has received final approval from the applicable board, commission, or officer of the Town; final official minutes of a meeting that relate to a permit or approval described in this section that serve as the sole evidence of that permit or approval; and a certificate of occupancy, certificate of compliance, or similar certificate that relates to the permits or approvals described this section.

4.1.7 A "Seasonal Dwelling Unit" is any structure, as defined in Section S(C) above, which is not occupied for more than seven (7) months in a calendar year and listed as a seasonal dwelling in the land records.

**5 Section Five: Imposition of impact Fees**

- 5.1.1 Any person who, after the effective date of this Ordinance, seeks to develop land within the Town by applying for: a Municipal Land Use Permit; or an improvement to land or building which may reasonably be expected to increase the demand for the public services provided by the cost centers is hereby required to pay impact fees for each cost center in the manner and amount set forth in this ordinance.
- 5.1.2 No new Municipal Land Use Permit for any activity requiring payment of an impact fee pursuant to Section Seven of this ordinance shall be issued unless and until all impact fees hereby required have been paid.
- 5.1.3 No extension of a Municipal Land Use Permit issued prior to the effective date of this ordinance for any activity requiring payment of an impact fee pursuant to Section Seven of this ordinance shall be granted unless and until all impact fees hereby required have been paid.

**6 Section Six: Computation of the Amount of the Impact Fee for Each of the Cost Centers**

6.1.1 The amount of the impact fee for each cost center shall be determined by the following fee schedule.

**6.2 FEE SCHEDULE DWELLING UNITS**

LAND USE TYPE (UNIT)	RATE	TOTAL FEE
<b><u>RESIDENTIAL PER DWELLING UNIT</u></b>		
<b><u>FIRE AND PUBLIC SAFETY</u></b>		
SINGLE FAMILY DWELLING	\$ 1,377.00	\$ 1,377.00
MULTI-FAMILY DWELLING	\$ 1,377.00	\$ 1,377.00 *#DUs
MOBILE HOME DWELLING	\$ 1,377.00	\$ 1,377.00
<b><u>COHABITATIONAL AND</u></b>		
<b><u>INSTITUTIONAL DWELLINGS</u></b>		
(NURSING HOME, YOUTH HOME, ETC.)	\$ 375.92	\$ 375.92 *ZAO
TOURIST DWELLING, BED & BREAKFAST, ETC.)	\$ 375.92	\$ 375.92 *ZAO
<b><u>RESIDENTIAL PER DWELLING UNIT</u></b>		
<b><u>ROAD/HWY DEPARTMENT</u></b>		
SINGLE FAMILY DWELLING	\$ 1,381.00	\$ 1,381.00
MULTI-FAMILY DWELLING	\$ 1,381.00	\$ 1,381.00 *#DUs
MOBILE HOME DWELLING	\$ 1,381.00	\$ 1,381.00
<b><u>COHABITATIONAL AND</u></b>		
<b><u>INSTITUTIONAL DWELLINGS</u></b>		
(NURSING HOME, YOUTH HOME, ETC.)	\$ 377.01	\$ 377.01 *ZAO
TOURIST DWELLING BED & BREAKFAST, ETC.)	\$ 377.01	\$ 377.01 *ZAO

LAND USE TYPE (UNIT)	RATE	TOTAL FEE
<b><u>RESIDENTIAL PER DWELLING UNIT</u></b>		
<b><u>PUBLIC ADMINISTRATION AND GENERAL GOVERNMENT FACILITIES</u></b>		
<b>RESIDENTIAL PER DWELLING UNIT</b>		
SINGLE FAMILY DWELLING	\$ 602.00	\$ 602.00
MULTI-FAMILY DWELLING	\$ 602.00	\$ 602.00 *#DUs
MOBILE HOME DWELLING	\$ 602.00	\$ 602.00
<b><u>COHABITATIONAL AND</u></b>		
<b><u>INSTITUTIONAL DWELLINGS</u></b>		
(NURSING HOME, YOUTH HOME, ETC.)	\$ 164.35	\$ 164.35*ZAO
TOURIST DWELLING , BED & BREAKFAST, ETC.)	\$ 164.35	\$ 164.35*ZAO
<b><u>RESIDENTIAL PER DWELLING UNIT</u></b>		
<b><u>LIBRARY</u></b>		
SINGLE FAMILY DWELLING	\$ 544.00	\$544.00
MULTI-FAMILY DWELLING	\$ 544.00	\$544.00 *#DUs
MOBILE HOME DWELLING	\$ 544.00	\$544.00
<b><u>COHABITATIONAL AND</u></b>		
<b><u>INSTITUTIONAL DWELLINGS</u></b>		
(NURSING HOME, YOUTH HOME, ETC.)	\$148.51	\$148.51 *ZAO
TOURIST DWELLING BED & BREAKFAST, ETC.)	\$148.51	\$148.51 *ZAO
<b><u>RESIDENTIAL PER DWELLING UNIT</u></b>		
<b><u>PARKS AND RECREATION</u></b>		
SINGLE FAMILY DWELLING	\$ 208.00	\$ 208.00
MULTI-FAMILY DWELLING	\$ 208.00	\$ 208.00 *#DUs
MOBILE HOME DWELLING	\$ 208.00	\$ 208.00
<b><u>COHABITATIONAL AND</u></b>		
<b><u>INSTITUTIONAL DWELLINGS</u></b>		
(NURSING HOME, YOUTH HOME, ETC.)	\$ 56.78	\$ 56.78 *ZAO
TOURIST DWELLING BED & BREAKFAST, ETC.)	\$ 56.78	\$ 56.78 *ZAO

<u>LAND USE TYPE (UNIT)</u>	<u>RATE</u>	<u>TOTAL FEE</u>
<b><u>RESIDENTIAL PER DWELLING UNIT</u></b>		
<b><u>EDUCATION</u></b>		
SINGLE FAMILY DWELLING	\$1,100.00	\$1,100.00
MULTI-FAMILY DWELLING	\$1,100.00	\$1,100.00 *#DUs
MOBILE HOME DWELLING	\$1,100.00	\$1,100.00
<b><u>COHABITATIONAL AND</u></b>		
INSTITUTIONAL DWELLINGS (YOUTH HOME, ETC.)	\$ 300.30	\$ 300.30*ZAO
TOURIST DWELLING BED & BREAKFAST, ETC.)	\$ 300.30	\$ 300.30 *ZAO

**NOTES:**

DUs = Dwelling Units

ZAO = Zoning Allowable Occupants

\* = Multiply

- 6.2.1 If a Municipal Land Use Permit is requested for mixed uses, then the fee shall be determined through using the applicable schedule by apportioning the space committed to uses specified on the applicable schedule.
- 6.2.2 For applications for an extension of a Municipal Land Use Permit or an extension of a Municipal Land
- 6.2.3 Use Permit, the amount of the fee is the difference between that fee then applicable and any amount already paid pursuant to previous impact fee ordinances and/or decisions.
- 6.2.4 If the type of development activity that a Municipal Land Use Permit is applied for is not specified on the applicable fee schedule, the Town's Administrator shall use the fee applicable to the most nearly comparable type of land use on the fee schedule. If the Town's Administrator determines that there is no comparable type of land use on the applicable fee schedule then the Town's Administrator shall determine the fee by applying the appropriate formula set forth in Section Seven (C) hereof.
- 6.2.5 In the case of change of use, redevelopment, or expansion or modification of an existing use which requires the issuance of a Municipal Land Use Permit, the impact fee shall be based upon the net positive increase of the impact of the new use as compared to the previous use.
- 6.2.6 Upon acceptance of an independent fee calculation study, the following formula shall be used by the Town's Administrator as appropriate to determine the impact fee per use of development:

[Number of Occupants Allowable by Zoning Ordinance per Living Unit] \* [Per Capita Fee]

Or

[Number of Dwelling Units] \* [Fee Per Dwelling Unit] Note: A \* means multiply.

**7 Section Seven: Payment of Fee**

- 7.1.1 The feepayer shall pay all of the impact fees required by this ordinance to the Town Zoning Administrator prior to the issuance of a Municipal Land Use Permit. No Municipal Land Use Permit will be issued without first receiving proof of payment of any required associated impact fee(s) from the Town Zoning Administrator. Payment shall be in two checks: one payable to the town impact fees and one payable to the School District for school impact fees.
- 7.1.2 All town impact fees collected shall be properly identified as impact fees and promptly transferred for deposit in the appropriate Impact Fee Trust Fund to be accounted for separately for each cost center as determined in Section Nine of this ordinance and used solely for the purposes specified in this ordinance.
- 7.1.3 All impact fees intended for the Town School District will go to the Town School District directly to avoid conflict with 16 V.S.A. §4029(b).

**8 Section Eight: Impact Fee Trust Funds Established for Town Impact Fees**

- 8.1.1 There is hereby established an Impact Fee Trust Fund for Town Impact Fees.
- 8.1.2 There are hereby established five (5) separate accounts within the Impact Fee Trust Fund, one account for each of the town's cost centers as identified in Section One of this Ordinance.

- 8.1.3 At least once each fiscal year the Town's Administrator and/or Treasurer shall report to the Capital Budget Committee and/or the Selectboard the fund balance for each of the accounts in the Impact Fee Trust Fund, including any accrued interest.
- 8.1.4 Funds withdrawn from these accounts must be used in accordance with the provisions of Section Ten of this Ordinance.
- 8.1.5 Impact fees collected pursuant to this ordinance shall be placed by the Town Treasurer in separate interest-bearing accounts for each type of impact fee established.
- 8.1.6 The Town Treasurer shall maintain a register for each account indicating the date of payment of each fee, the amount paid, and the name of the fee payer.
- 8.1.7 The Town Treasurer shall prepare an annual accounting of all fees paid into and withdrawn from each account, showing the source and amounts collected, and the amounts expended and the projects for which such expenditures were made.

**9 Section Nine: Use of Funds**

- 9.1.1 The Selectboard hereby agrees to ensure proper use of the funds collected pursuant to this ordinance.
- 9.1.2 At least once each fiscal period each of the cost centers, through the Capital Budget Committee and/or the Town's Administrator, shall present to the Selectboard proposed capital improvements for the cost center, assigning funds, including any accrued interest, from the appropriate account within the Impact Fee Trust Fund for specific capital improvement projects. Monies, including any accrued interest, not assigned in any fiscal period shall be retained in the appropriate account in the Impact Fee Trust Fund until the next fiscal period except as provided by the refund provisions of this ordinance.
- 9.1.3 Impact fees collected for each of the cost centers shall be used solely for the purpose of acquiring and/or making capital improvements to capital projects owned and/or controlled by the Town.
- 9.1.4 Funds shall be used exclusively for acquisitions, expansions, or capital improvements as defined in Section Five for each of the respective cost centers, identified in Section One, for which the funds were collected. Funds shall be expended in the order in which they are collected.
- 9.1.5 In the event that bonds or similar debt instruments are or have been issued for advanced provision of capital facilities or equipment for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in paragraphs C and D above.
- 9.1.6 Funds may be used to provide refunds as described in Section Eleven.

**10 Section Ten: Refund of Fees Paid**

- 10.1.1 If a Municipal Land Use Permit expires without commencement of construction, then the feepayer shall be entitled to a refund without interest, of the impact fee paid as a condition for its issuance. Any accrued interest will be retained by the Town to offset administrative costs. The feepayer must apply for such a refund with a receipt for payment of impact fees to the Town Administrator and Treasurer of the Town within thirty (30) days of the expiration of the permit. A feepayer who receives a refund under this provision shall not commence construction of the land development for which the refund was made without having again paying the required impact fee and obtaining a new Municipal Land Use Permit.

- 10.1.2 If the Town does not expend an impact fee within six (6) years of the date it is paid then the owner of the property at the expiration of the six-year (6) period for which the fee was paid may receive a refund of the fee with any interest that has accrued and minus any associated administrative costs, provided that such application is made to the Treasurer of the Town within one (1) year of the expiration of the six year period.
- 10.1.3 A refund shall be granted under Section (A) or Section (B) above upon written request. The original receipt issued by the Town for the fees paid shall be presumptive proof of entitlement to the refund under the above provisions.

## 11 Section Eleven: Exemptions, Credits and Discounts

### 11.1 Exemptions

11.1.1 The following shall be exempted from payment of one or all impact fees as appropriate:

- 11.1.1.1 Alterations or expansion of an existing building where no additional residential units are created and where the use is not changed.
- 11.1.1.2 The replacement of a destroyed or partially destroyed building or structure, as defined by this ordinance, with a new building or structure of the same size, and same footprint of existing structure and use so long as such improvement takes place within twelve (12) months of its destruction, abandonment, or disuse.
- 11.1.1.3 The installation of a replacement mobile home on a lot or other such site when impact fees for such mobile home site has previously been paid pursuant to this ordinance or where a mobile home legally existed on such a site on or prior to the effective date of this ordinance.
- 11.1.1.4 The construction of any non-residential building or structure or the installation of a non-residential mobile home.
- 11.1.2 Any claim of exemption must be made no later than the time of application for a Municipal Land Use Permit. Any claim not so made shall be deemed waived.
- 11.1.3 Multi-tenant housing for elderly person(s)-exempt from school impact fees.

## 11.2 Credits

- 11.2.1 Land and/or capital improvements for any cost center may be offered by the feepayer as total or partial payment of the required impact fee for that cost center. The offer must specifically request or provide for an impact fee credit for each and every cost center for which the feepayer proposes to provide improvements. If the Town's Administrator receives such offers and the offer(s) is (are) approved by the Selectboard such offer(s) whether the acceptance is before or after the effective date of this ordinance, the credit shall be determined and provided in the following manner:
- 11.2.1.1 Credit for the dedication of land shall be valued at: (i) 100% of the most recent assessed value by the Town Assessor or Listers, or (ii) by such other appropriate method as the Selectboard of the Town may have accepted prior to the effective date of this ordinance for the particular cost center(s) in question(s), or (iii) by fair market value established by private appraisers acceptable to the Town. Credit for the dedication of land shall be provided when the property has been conveyed at no charge to, and accepted by, the Town in a manner satisfactory to the Selectboard of the Town.
- 11.2.1.2 Applicants for credit for construction of facilities or improvements to existing facilities for a cost center shall submit acceptable engineering drawings and specifications, and construction cost estimates to the Town's Administrator. The Town's Administrator shall determine credit for construction based upon either these costs estimates or upon alternative engineering criteria and construction cost estimates if the Town's Administrator determines that such estimates submitted by the applicants are either unreliable or inaccurate. The Town's Administrator shall upon the approval of the Selectboard provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, and the legal description for the credit, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letters or certificate indicating his/her agreement to the terms of the letter or certificate and return such signed document to the Town's Administrator before credit will be given. The failures of the applicant to sign, date, and return such document within sixty (60) days shall nullify the credit.
- 11.2.1.3 Applicants for credit for non-site-related equipment and/or associated facilities and improvements to facilities shall provide model specifications, cost estimates and any other identifying information to the Town's Administrator. The Town's Administrator shall determine credit for each cost center's equipment and/or associated facilities and improvements to facilities based upon either these cost estimates or upon alternative cost estimates if the Town's Administrator determines that such estimates submitted by the applicant are either unreliable or inaccurate. The Town's Administrator shall provide the applicant with a letter or certificate setting forth the dollar amount of the credit, reasons for the credit, and the legal description or other adequate description of the equipment or facilities. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate and return such signed document to the Town's Administrator before credit will be given. The failure of the applicant to sign, date and return such document within sixty (60) days shall nullify the credit.

- 11.2.1.4 Except as provided in subparagraph (e), credit against impact fees otherwise due will not be provided until: (i) the construction is completed and accepted by the Town, or (ii) a title, deed, or other appropriate document of ownership is properly conveyed to the Town, or (iii) a suitable maintenance and warranty bond is received and approved by the Selectboard when applicable.
- 11.2.1.5 Credit may be provided before completion of specified capital project if adequate assurances are given by the applicant that the standards set out in Subparagraph (c) will be met and if the feepayer security as provided below for the costs of such capital project. Security in the form of a performance bond, irrevocable letter of credit or escrow agreement shall be posted with and approved by the Clerk of the Courts of Franklin County in an amount determined by the Town's Administrator. If the capital project will not be constructed within one year of the acceptance of the offer by the Town's Administrator, the amount of security shall be increased by ten percent (10 %) compounded, for each year of the life of the security. The security shall be reviewed and approved by the Selectboard prior to acceptance of the security by the Clerk. If the capital project is not to be completed within the year of the date of the feepayer's offer, the Selectboard must approve the capital project and its scheduled completion date prior to the acceptance of the offer by the Town's Administrator.
- 11.2.2 Any claim for credit must be made no later than the time of application for a Municipal Land Use Permit. Any claims not so made shall be deemed waived.
- 11.2.3 Credits shall not be transferable from one project or development to another without the approval of the Selectboard.
- 11.2.4 There shall be no credit given for improvements or construction outside of the Town against fees due hereunder.

**11.3 Discounts**

- 11.3.1 Special Provision Permitting the Discounting of Impact Fees for Affordable Housing:
  - 11.3.1.1 Special Provision Permitting The Discounting of Impact Fees For Affordable Housing: (1) Pursuant to 24 V.S.A. § 4302(b)(1) and 24 V.S.A. § 5205, the Selectboard may grant a partial or total discount of the impact fee(s) to a new development provided the developer:
    - 11.3.1.2 makes a specific request for such a discount subject to the provisions contained in Subsection B, Paragraphs 2, 3, and 4 of this Section.
    - 11.3.1.3 Provides evidence that new development shall not exceed the eligibility criteria established by the Vermont Housing Finance Agency for affordability of housing in Franklin County.
    - 11.3.1.4 Provides a written guarantee that any and all new development granted a discount of the impact fees shall be offered in the market such that it meets all eligibility criteria established by the Vermont Housing Finance Agency for affordability of housing in Franklin County.

**12 Section Twelve: Conversions and Accessory Dwelling Units**

- 12.1.1 The impact fee for a dwelling unit upon conversion from seasonal to year-round shall be imposed in the amount of the difference between the year-round dwelling fee and the seasonal dwelling unit fee.
- 12.1.2 The impact fee for an accessory dwelling unit shall be imposed in the amount of the year-round dwelling unit fee.

**13 Section Thirteen: Appeals**

13.1.1 Any individual or entity required to pay an impact fee under this ordinance may challenge the imposition of such fee, or the amount of the fee, by filing a written notice of appeal with the Town Clerk, which appeal shall not be filed later than thirty (30) days after written notification of the impact fee imposed on the development. Said notice of appeal shall state the basis of the appellant's challenge to the fee. Within sixty (60) days of the filing of a notice of appeal, the Selectboard shall hold a public hearing to receive oral and written evidence and argument from the appellant and Town representatives. Within forty- five (45) days after the conclusion of the hearing, the Selectboard shall notify the appellant of its decision in writing.

**14 Section Fourteen: Violations**

- 14.1.1 A violation of this ordinance shall be a civil matter enforced in the Vermont Judicial Bureau or in the Vermont Superior Court by the Town's Administrator in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977, et seq.
- 14.1.2 A civil penalty of not more than \$800.00 per violation may be imposed for violation of this ordinance. Each day that the violation continues shall constitute a separate violation of this ordinance.
- 14.1.3 Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977, et seq. For purposes of enforcement in the Judicial Bureau, the Town's Administrator shall be the designated enforcement officer(s). The Town's Administrator shall issue tickets and may be the appearing officer at any hearing.
- 14.1.4 Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.

**15 Section Fifteen: Severability**

15.1.1 If any section, phrase, sentence or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**16 Section Sixteen: Other Laws**

16.1.1 This ordinance is in addition to all other ordinances of the Town and all applicable laws of the State of Vermont. The ordinance adopted herein replaces all prior ordinances and/or decisions relating to impact fees adopted or imposed by the Town or other growth regulations as of the effective date per Section Nineteen.

**17 Section Seventeen: Effective Date**

17.1.1 This ordinance shall become effective sixty (60) days after its adoption by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Amended this \_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNATURES OF GOVERNING BODY

  
Carl Rosenquist – Chair

  
Brian Dunsmore-Board Member

  
Kristina Senna– Board Member

  
Paul Jansen – Board Member

**17.2 Adoption History**

- 17.2.1 Agenda item at regular selectboard meeting held on **February 10, 2025.**
- 17.2.2 Read and approved at selectboard meeting **on February 10, 2025** and entered in the minutes of that meeting which were approved on **February 24, 2025.**
- 17.2.3 Posted in public places on **February 14, 2025.**
- 17.2.4 Notice of adoption published in the St. Albans Messenger newspaper on **February 14, 2025** with a notice of the right to petition.
- 17.2.5 Other actions [petitions, etc.]

**Town Of Georgia      Impact Fee Schedule      April 25, 2025**

	<b>DWELLING UNITS</b> (single or Multi Family, Mobile Home, ADU's)		<b>Cohabitational &amp; Institutional Dwelling Units</b> (Group & Youth Homes, Bed & Breakfast, Etc...
FIRE & PUBLIC SAFETY DEPT	\$ 1,377.00	\$	375.92
ROAD/HIGHWAY DEPT	1,381.00	\$	377.01
PUBLIC ADMINISTRATION	602.00	\$	164.35
PUBLIC LIBRARY	544.00	\$	148.51
PARKS AND RECREATION DEPT	208.00	\$	56.78
<b>Total Payable to Town Of Georgia</b>	<b>\$ 4,112.00</b>	<b>\$</b>	<b>1,122.57</b>
<b>Total Payalbe to Georgia Elem School</b>	<b>\$ 1,100.00</b>	<b>\$</b>	<b>300.30</b>
<b>TOTAL IMPACT FEES</b>	<b>\$ 5,212.00</b>	<b>\$</b>	<b>1,422.87</b>

Dear Fellow Trustees and Selectboard,

The Safety Committee met on April 1st with the Library Director. With camera installation scheduled for April 6, we are writing immediately to share findings that require action before that date. How this installation is implemented matters enormously for our patrons, our staff, our community, and the town's legal exposure.

**1. The library director has been excluded from the April 6 installation and has not been consulted on placement.** The director is the professional responsible for this space and its patrons. Her presence and input on placement are not an obstacle to installation; it is basic professional respect and sound practice. The Library Director will be off from Friday morning until Tuesday morning. The library board requests that a library trustee, or Public Works Director, Todd Cadieux, be present on April 6, and that the time and placement of all cameras be provided to the library director and Trustees in writing in advance.

**2. A library-specific privacy policy must be developed immediately following installation.** The library has no privacy policy addressing video surveillance and the town's general camera policy was not written with a library's unique legal and ethical obligations in mind. The director has requested that footage records be maintained within the library and Philo system and that requests for footage come through the library director. We ask the Selectboard to commit to developing this policy with the library board and director immediately following installation.

**3. A policy governing federal agency access to footage must be established urgently.** The Georgia Public Library serves community members who may be undocumented. There is currently no policy governing how footage would be handled in response to requests from Immigration and Customs Enforcement or Customs and Border Protection. This is a real and present safety issue for members of our community and a legal exposure issue for the town. We ask the Selectboard to commit to addressing this immediately following installation.

**4. Real safety needs identified by staff must be addressed alongside camera installation.** If staff safety is the priority, the following concerns raised directly by library staff must be part of that commitment:

- Inadequate parking lot lighting and repair needs
- Sidewalk maintenance
- No staff safety training or drills in two to three years
- No de-escalation training
- No designated safe room or active shooter protocol

Cameras alone do not address these needs. We ask the Selectboard to commit to a timeline for addressing them.

**5. Most staff and many volunteers are opposed to interior cameras.** We formally note this for the record and ask that the Selectboard consider it in its deliberations.

We are asking for three minimum conditions:

- The library director is consulted on and approves camera placement before installation proceeds
- The Selectboard and Trustees commit to developing a library-specific privacy policy immediately following installation
- The Selectboard and Trustees commit to developing a federal agency access policy immediately following installation

If the Selectboard cannot agree to these three things, we ask that at the next Selectboard meeting you note that these requests were made and declined.

We remain committed to working collaboratively with the Selectboard.

Respectfully,

Sarah and Terry

Library Board of Trustees

Safety Committee

# 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 ~~ies and Rules~~ covers all employees. ~~Refer to Section III B for specific information regarding powers granted to the Board of Trustees for administration of these rules and regulations. Please see Town of Georgia Personnel Policy for more information.~~

---

## 2.2 Staff Attendance of Trustee Meetings

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

---

## 2.3 Policies for Volunteers

### 2.3.1 Choosing Volunteers

~~Depending on the job,~~ ~~V~~volunteers may be chosen by ~~any member of the Board of Trustees, or the~~ ~~Library Director~~. Other library staff may ~~choose volunteers and~~ 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 ~~Board of Trustees or the librarian~~ ~~Library Director or Board of Trustees~~.

### 2.3.2 Training Volunteers

Volunteers will be trained as necessary by ~~any member of the Board of Trustees, the~~ ~~Library Director~~ ~~ian~~, or other library staff with approval of the ~~Library Director~~ ~~librarian~~.

### 2.3.3 Volunteer Problems

Problems with volunteers should be addressed first to ~~library staff, then to the~~ ~~Library Director, ian from other library staff~~, and then to the Board of Trustees from the ~~librarian~~ ~~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 request. All other library records, including personnel records, are confidential. ~~No information about former employees will be given without written consent of that employee or a court order.~~

~~2.5 Job Descriptions~~

~~2.5.1 Librarian~~

~~Position: Librarian~~

~~Hours: 24 to 30 hours per week~~

~~Reports to: the Board of Trustees & Town Administrator~~

~~General Description: This position is responsible for the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:~~

~~A. Managerial~~

~~Carry out Library Policies as adopted by the Board of Trustees.~~

- ~~1. — Reports directly to the Board of Trustees and keeps them informed of monthly statistics and daily operation issues.~~
- ~~2. — Actively participates in policy development, planning and budgeting.~~
- ~~3. — Prepare purchase orders for Board of Trustee treasurer to coincide with the Town's Accounts Payable schedule.~~
- ~~4. — Attend and participate in all Board of Trustee meetings.~~
- ~~5. — Maintain contact with the Department of Libraries (DOL) on a regular basis, including yearly reporting for standards.~~
- ~~6. — Maintain contact with Franklin County libraries.~~
- ~~7. — Supervise and evaluate library staff with the department head and advise the Board of Trustees on new hires.~~
- ~~8. — Research grant opportunities/write grant applications.~~
- ~~9. — Plan public relations and fundraising activities~~
- ~~10. — Oversee Library Automation ongoing support.~~

~~B. Daily Operations~~

- ~~1. — Responsible for collection development, including materials selection and weeding.~~
- ~~2. — Responsible for effective organization of materials to meet patron's needs.~~
- ~~3. — Instructional role: show patrons how to access information in the collection, on the Internet, and through VALS.~~
- ~~4. — Fulfill Inter-Library Loan requests.~~
- ~~5. — Maintain/rotate special displays such as the large print collection, tax documents, book club selections, etc.~~
- ~~6. — Coordinate outreach service.~~
- ~~7. — 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.~~
- ~~8. — Collect overdue materials by following adopted policy. See Section 1.7 of Georgia Public Library Policies and Procedures.~~
- ~~9. — Perform public relations and fund raising activities.~~
- ~~10. — Maintain computer systems and oversee their usage.~~
- ~~11. — Perform Opening/Closing procedures as defined. See Section 3.1 of Georgia Public Library Policies and Procedures.~~

~~C. Administrative~~

- ~~1. — Answer email and phone messages.~~
- ~~2. — Maintain the schedule for the Community Room.~~
- ~~3. — Purchase Supplies.~~
- ~~4. — Oversee maintenance of equipment, such as computers, copier, etc.~~

~~D. Knowledge Base~~

- ~~1. — Remain current with reviewing tools~~
- ~~2. — Possess a library science degree or a Vermont Certificate of Library Training, as per minimum standards for Vermont Public Libraries.~~
- ~~3. — Attend at least two (2) professional development opportunities per year, as per minimum standards for Vermont Public Libraries.~~

~~4. — Maintain adequate level of computer knowledge to effectively assist patrons, report library statistics to trustees, create periodic attractive newsletters and advertisements and use an automation application.~~

~~2.5.2 Assistant Librarian~~

~~Position: Assistant Librarian~~

~~Hours: 14 to 20 hours per week~~

~~Reports To: The Librarian~~

~~General Description: This position is responsible for assisting the Librarian in the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:~~

~~A. Daily Operations~~

~~1. — Collect overdue materials by following adopted policy (see Section 1.7 of Georgia Public Library Policies and Procedures).~~

~~2. — Maintain all library statistics on a regular basis.~~

~~3. — Maintain Patron records on a regular basis.~~

~~4. — Responsible for effective organization of materials to meet patron's needs.~~

~~5. — Fulfill Inter-Library Loan requests.~~

~~6. — Instructional role: Show patrons how to access information in the collection, on the Internet and through VALS.~~

~~7. — Perform public relations and fundraising activities.~~

~~8. — Perform Opening/Closing procedures as defined (see Section 3.1 of Georgia Public Library Policies and Procedures).~~

~~9. — Prepare books for delivery.~~

~~10. — Prepare new materials for use.~~

~~11. — Repair/mend materials as necessary.~~

~~12. — Put out the garbage and recycling.~~

~~B. Administrative~~

~~1. — Answer phone messages.~~

~~2. — Maintain the schedule for the Community Room.~~

**C. Knowledge Base**

**1. — Attend at least one (1) professional development opportunity per year.**

**2. — Maintain adequate level of computer knowledge to effectively assist patrons, report library statistics to trustees, and use an automation application.**

**2.5.3 Children's Program Director**

**Position: Children's Program Director**

**Hours: 8 hours per week**

**Reports To: The Librarian**

**General Description: This position is responsible for developing and carrying out programs and activities for children ages 0-14. Detailed responsibilities include:**

**1. — Plan and present weekly preschool story time consisting of several stories, related craft(s), finger plays, songs, etc.**

**2. — Coordinate and run the Summer Reading Program (SRP). This is a weekly program which lasts six (6) weeks in the summer for independent readers up to grade 6. The program has a theme supplied by the Department of Libraries (DOL), and group activities such as crafts, games, etc., ending with a party to celebrate.**

**3. — Maintain the display case in the children's area.**

**4. — Coordinate and present programs for children and their families.**

**5. — Assist the Librarian with materials selection decisions for the children's collection.**

**6. — Perform public relations and fund raising activities.**

**7. — Perform publicity visits to schools.**

**8. — Coordinate efforts with other area children's programming.**

**9. — When available, cover for the Librarian and/or Assistant Librarian when needed, carrying out all necessary operational tasks during that time.**