

Georgia Public Library
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Library Trustees
Kollene Caspers
Terry Cleveland
Nicole Jamison
Deb Mann
Craig Volatile-Wood

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

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | **Passcode:** 5243524

Dial by your Location: 1 929 205 6099 (New York)

AGENDA

1. Call to Order
2. Introductions & Goals
3. Nomination and election of Library Trustee Chair
4. Nomination and election of Vice Chair, Secretary and Treasurer
5. Sign Conflict of Interest and Ethics Policy and Social Media Policy
6. Additions, deletions, or changes to the agenda
7. Review the Roles & Responsibilities of Trustees and Director
8. Approve Minutes from the 2/16/2025 Library Meeting
9. Library Director's Report
10. Old Business
 - a. Appreciation potluck
 - b. Policy update and overview (Director, Kollene, Deb)
11. Executive Session (if needed)
12. Plan Next Meeting(s)
13. Adjourn

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

5.1 Purpose of the Board

To oversee library operations, ensure adequate library funding, set policies for the Library, oversee personnel, and encourage use and growth of the Library.

5.2 Membership on the Board

The Board of Trustees will consist of five (5) members: two (2) 3-year terms and three (3) 1-year terms to be elected at Town Meeting each year. If a vacancy occurs, the Trustees will select a person to fill the opening (pending that person's interest), and the Chairperson will submit this name to the Selectboard for appointment. This replacement trustee shall serve until the next town meeting. At the next Town Meeting, a new trustee may be elected to complete the term. New trustees will receive a welcome packet that includes the GPL Policies, Bylaws, Five-Year Plan, Freedom to Read Statement, Library Bill of Rights, Policy on Confidentiality of Library Records, ALA Code of Ethics, Trustee and Director contact information, minutes from the previous trustee meeting.

5.3 Officers

5.3.1 Officers

The officers of the Board shall be a chairperson, a vice-chairperson, a secretary, a treasurer, and a member at large. They shall be elected at the first board meeting following Town Meeting each year. Officer terms are for one (1) year.

5.3.2 Compensation

No compensation shall be paid to members for their services, but members may be reimbursed for all reasonable expenses incurred only while attending "Board approved" activities.

5.4 Duties of Officers

5.4.1 Chairperson

1. Conduct board meetings
2. Coordinate board activities
3. Act as liaison between Board and Town officials
4. Draft meeting agenda

5.4.2 Vice-Chairperson

1. Carry out the duties of the Chairperson in their absence
2. Assume such duties as assigned by the Chairperson
3. Act as liaison between Board and Town officials in the absence of the Chairperson

5.4.3 Secretary

1. See that the regular meetings are warned as per Vermont's open meeting laws, 1 V.S.A. §§ 310–314
2. Record minutes of all meetings, with a draft available within 5 calendar days.
3. Work with Board and Library Director to maintain and accurately update policies and procedures.

5.4.4 Treasurer

1. Keep full and accurate accounts of income and expenditures, which shall be audited once a year by town auditors.
2. Help prepare the annual budget providing necessary figures to use for this purpose and present to the Selectboard.
3. Prepare financial report for the annual town report.

5.5 Meetings

5.5.1 Frequency

Regular meetings will be held at least six (6) times a year on a regularly scheduled day. Special meetings may be held at other times, as determined by the Board Chair or three Board members. The Board will strive to meet on, or shortly thereafter, the Monday following Town Meeting to elect officers and reorganize the Board.

5.5.2 Quorum

A majority of the members will constitute a quorum. A majority of the quorum may transact business.

5.5.3 Order of Business

1. Reports of Officers
2. Librarian's Report
3. Old Business
4. New Business

5.5.4 Meeting Venue

Meetings may be held in person or through the use of a web conferencing platform, such as Zoom.

5.6 General Duties and Responsibilities

5.6.1 Trustees

1. Responsible for hiring, evaluating, and firing the Library Director. Evaluations will take place at least annually.

5 Bylaws for the Georgia Public Library Board of Trustees

Section 1. Item #A.

2. Adopt written policies and Board procedures to govern operation of the Library
3. Prepare the annual budget

5.6.2 Librarian

1. Facilitate the development and operation of the budget
2. Implement policies of the Board
3. Oversee library personnel and volunteers
4. Make budget recommendations
5. Conduct correspondence of the Board
6. Serve as publicity reporter unless another is appointed
7. Prepare report of library accomplishments and goals for annual town report
8. See Library Director's job description for additional duties

5.7 Budgetary and Financial Procedures

The Board is responsible for the budget, which shall be prepared by the October meeting and presented to the Selectboard by December 15. The fiscal year is January 1 to December 31.

Working with the Library's Director, the Board will use the financial and human resource services provided by the Town of Georgia, through its Selectboard. The Library Board is responsible for all contracts, grants, disbursements and deposits needed for the Library to perform its duties.

5.8 Board Committees

From time to time and in order to facilitate Library business, the Chair may authorize Committees be formed and may appoint Board members and/or the Library Director to serve on those committees. Committee members will be limited to no more than two Board members.

5.9 Amending Bylaws

These bylaws may be amended at any time during the year. An amendment will require an affirmative vote of 60% of the members. Any proposed Bylaws change must be submitted to the Board for its review and then adopted at a subsequent meeting.

Adopted: 05/16/2016

Reviewed/Revised: 2/21/2025



TOWN OF GEORGIA
CONFLICT OF INTEREST &
ETHICS POLICY

Approved February 24, 2025

STATEMENT OF PURPOSE

Authority. Under the authority granted with Title 24 V.S.A. § 2291(20), the Town of Georgia hereby adopts the following policy concerning conflicts of interest and ethical conduct.

Purpose. The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from their work for the municipality and so that the public trust in its officers will be preserved. It is also the intent of this policy to ensure that all decisions made by public officers are based on the best interests of the municipality.

Application. This policy applies to all individuals elected or statutorily appointed to perform executive, administrative, legislative, volunteer or quasi-judicial functions of the Town of Georgia.

Public Trust. Accepting a position as a public official, employee or volunteer carries with it the acceptance of a public trust that the official, employee or volunteer will work to further the public interest. Maintaining public trust is critical to the continued operation of good government. In addition, public decision making should be open and accessible to the public at large. To preserve this public trust, there are five principles to which public officials, employees or volunteers should adhere:

- (A) A public official, employee or volunteer should represent and work toward the public interest and not toward private/personal interests.
- (B) A public official, employee or volunteer should accept and maintain public trust (i.e., must preserve and enhance the public's confidence).
- (C) A public official, employee or volunteer should exercise leadership, particularly in the form of consistently demonstrating behavior that reflects public trust.
- (D) A public official, employee or volunteer should recognize the proper role of all government bodies and the relationships between the various government bodies.
- (E) A public official, employee or volunteer should always demonstrate respect for others and for other positions.

DEFINITIONS

The following words shall have the following meanings:

1. **"Business Associate"** is a partner or other person with whom an individual has ongoing or recurring business transactions.
2. **"Conflict of interest"** means a direct or indirect interest of a municipal officer or such an interest, known to the officer, of a member of the officer's immediate family or household, or of a business associate, in the outcome of a particular matter pending before the officer or the officer's public body, or that is in conflict with the proper discharge of the officer's duties. "Conflict of interest" does not include any interest that is not greater than that of other individuals affected by the outcome of a matter.
3. **"Ethics"** are a set of rules that guide behavior.
4. **"Financial Interest"** is defined as any of the following:

1. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
 2. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer
5. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.
 6. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.
 7. **"Advisory body"** means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.
 8. **"Candidate"** and **"candidate's committee"** have the same meanings as in 17 V.S.A. § 2901.
 9. **"Commission"** means the State Ethics Commission established under 3 V.S.A. chapter 31, subchapter 3.
 10. **"Confidential information"** means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.
 11. **"Department head"** means any authority in charge of an agency, department, or office of a municipality.
 12. **"Designated complaint recipient"** means:
 - (A) a department head or employee specifically designated or assigned to receive a complaint that constitutes protected activity, as set forth in section 1997 of this title;
 - (B) a board or commission of the State or a municipality.
 - (C) the Vermont State Auditor.
 - (D) a State or federal agency that oversees the activities of an agency, department, or office of the State or a municipality.
 - (E) a law enforcement officer as defined in 20 V.S.A. § 2358;
 - (F) a federal or State court, grand jury, petit jury, law enforcement agency, or prosecutorial office.
 - (G) the legislative body of the municipality, the General Assembly or the U.S. Congress; or
 - (H) an officer or employee of an entity listed in this subdivision (7) when acting within the scope of the officer's or employee's duties.
 13. **"Domestic partner"** means an individual in an enduring domestic relationship of a spousal nature with the municipal officer, provided the individual and municipal officer:
 - (A) have shared a residence for at least six consecutive months;
 - (B) are at least 18 years of age.
 - (C) are not married to or considered a domestic partner of another individual.
 - (D) are not related by blood closer than would bar marriage under State law; and
 - (E) have agreed between themselves to be responsible for each other's welfare.
 14. **"Illegal order"** means a directive to violate, or to assist in violating, a federal, State, or local law.
 15. **"Immediate family"** means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil

union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

16. **“Legislative body”** means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.
17. **“Material”** is of real importance or great consequence, substantial, requiring serious consideration by reason of having a bearing on the outcome of an unsettled matter.
18. **“Municipal officer”** or “officer” means:
 - (A) any member of a legislative body of a municipality.
 - (B) any member of a quasi-judicial body of a municipality; or
 - (C) any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - (i) advisory budget committee member.
 - (ii) auditor.
 - (iii) building inspector.
 - (iv) cemetery commissioner.
 - (v) chief administrative officer.
 - (vi) clerk.
 - (vii) collector of delinquent taxes.
 - (viii) department heads.
 - (ix) first constable.
 - (x) lister or assessor.
 - (xi) mayor.
 - (xii) moderator.
 - (xiii) planning commission member, DRB.
 - (xiv) road commissioner.
 - (xv) town or city manager.
 - (xvi) treasurer.
 - (xvii) village or town trustee.
 - (xviii) trustee of public funds; or
 - (xix) water commissioner.
19. **“Municipality”** means any town, village, or city.
20. **“Protected employee”** means an individual employed on a permanent or limited status basis by a municipality.
21. **“Public body”** has the same meaning as in 1 V.S.A. § 310.
22. **“Retaliatory action”** includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee’s involvement in a protected activity, as set forth in section 1997 of this title

§ 1992. CONFLICTS OF INTEREST

- a) Duty to avoid conflicts of interest. In the municipal officer’s official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.
- b) Recusal.
 - 1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection and not take further action on the

matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by section 1201 of this title, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.

(2)(A)Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:

- (i) determines there is good cause for the officer to proceed, meaning:
- (ii) the conflict is amorphous, intangible, or otherwise speculative.
- (iii)the officer cannot legally or practically delegate the matter; or
- (iv)the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and
- (v) The officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:
 - I. include a description of the matter requiring action.
 - II. include a description of the nature of the potential conflict or actual conflict of interest.
 - III. include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest.
 - IV. be written in plain language and with sufficient detail so that the matter may be understood by the public; and
 - V. be signed by the municipal officer.

B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter. d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

§ 1993. PROHIBITED CONDUCT

A. DIRECTING UNETHICAL CONDUCT

A municipal officer shall not direct any individual to act in a manner that would:

- (1) benefit a municipal officer in a manner related to the officer's conflict of interest;
- (2) create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or
- (3) otherwise violate the Municipal Code of Ethics as described in this chapter.

B. APPOINT IMMEDIATE FAMILY MEMBER OR BUSINESS ASSOCIATE

- i) A public official or employee shall not participate in the appointment,
- ii) vote for appointment, or discussion of any appointment of an immediate family member or business associate, to any Town office or position.
- iii) A public official or employee shall not use his/her position, directly or indirectly, to affect the employment status of an immediate family member or business associate.

C. SUPERVISION OF IMMEDIATE FAMILY MEMBER OR BUSINESS ASSOCIATE

A public official, employee or volunteer shall not supervise, hire, appoint, evaluate, or discipline the work or employment status of an immediate family member or the affairs of the organizational unit in which the immediate family member is employed unless approval is granted by the Selectboard.

D. PREFERENTIAL TREATMENT

A municipal officer shall act impartially and not unduly in favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any because of the person's wealth, position, or status or because of person's personal relationship with the officer, unless otherwise permitted or required by State or Federal law.

E. MISUSE OF PUBLIC POSITION

1. Public servants cannot direct others to do what they cannot ethically do themselves.
2. A public official, employee or volunteer shall not use their public position to further personal interest or the interest of an immediate family member.
3. A public official, employee or volunteer shall not use the powers or prestige obtained through election, appointment or employment, to influence the decision of a subordinate on a matter where the official, employee or volunteer has significant private/personal pecuniary interest.
4. Public officials, employees or volunteers are empowered to discharge specific statutory duties in the public interest and should not interfere with the statutory duties of others. A public official, employee or volunteer shall not attempt to influence the Town staff's recommendations regarding matters in which the public official, employee or volunteer has a personal/private or financial interest.
5. Public servants should reasonably try to avoid even the appearance of ethical impropriety.
6. Public servants may not commit the Town, or any of its resources, unless authorized by the Select Board.
7. Otherwise violate the Municipal Code of Ethics as described in this chapter.

F. MISUSE OF INFORMATION

A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of a member of the officer's immediate family or household or of an officer's business associate.

G. MISUSE OF GOVERNMENT RESOURCES.

A municipal officer shall not make use of a town’s, cities, or village’s materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

H. GIFTS

- (1) No person shall offer or give to a municipal officer or candidate, or the officer’s or candidate’s immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been influenced thereby.
- (2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.
- (3) Nothing in subdivision (1) or (2) of this subsection shall be construed to apply to any campaign contribution that is lawfully made to a candidate or candidate’s committee pursuant to 17 V.S.A. chapter 61 or to permit any activity otherwise prohibited by 13 V.S.A. chapter 21.

I. UNAUTHORIZED COMMITMENTS

A municipal officer shall not make unauthorized commitments or promises of any kind purporting to bind the municipality unless otherwise permitted by law.

J. BENEFIT FROM CONTRACTS

- A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer’s immediate family, or an associated business of the officer or the officer’s immediate family, unless:
- (1) the benefit is not greater than that of other individuals generally affected by the contract.
 - (2) the contract is a contract for employment with the municipality;
 - (3) the contract was awarded through an open and public process of competitive bidding; or (4) the total value of the contract is less than \$2,000.00

K. EX-PARTE COMMUNICATIONS: BOARDS, COMMISSIONS AND COMMITTEES

- 1. In any quasi-judicial matter (e.g., matter involving the issuance of a permit or approval), or the award of a contract, before a Town Board, Commission or Committee, a public official, employee or volunteer sitting on such Board, Commission or Committee, shall not, outside of that Board, Commission or Committee, communicate with or accept a communication from a person for which there are reasonable grounds for believing to be a party to the matter being considered, if such communication is designed to influence the official, or employee's action on that matter. If such communication should occur, the public official, employee or volunteer shall disclose it at an open meeting of the Board, Commission or Committee prior to its consideration of the matter.

L. DUAL EMPLOYMENT AND INCOMPATIBILITY OF OFFICES

- 1. The Town Selectboard will not hire or appoint any current office holder to a position identified as incompatible to their current held position as set forth in 17 V.S.A., Section 2647.
- 2. Incompatible offices set forth in 17 V.S.A., Section 2647, shall not be held simultaneously by any Town public official, or employee, with the exception of a member of Georgia Fire & Rescue.

3. A Town Select Person shall not serve as a member of the Town Planning Commission or Development Review Board.
4. A member of the Town Planning Commission shall not serve as a member of the Town Development Review Board.
5. A member of the Town Development Review Board shall not serve as a member of the Town Planning Commission.
6. A Town Select Person, Planning Commissioner, or member of the Development Review Board shall not be an employee of the Town of Georgia.
7. No person shall be appointed or volunteer as the chair or vice chair of more than one Selectboard committee or commission.

M. FAIR AND EQUAL TREATMENT

1. A public officer shall not use resources unavailable to the public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
2. No public official, employee or volunteer shall request, use, or permit to be used, any publicly- owned or publicly supported property, vehicle, equipment, labor, service for the personal convenience or the private advantage of him/herself or any other person. This rule shall not be deemed to prohibit a public official, employee or volunteer from requesting, using or permitting the use of such publicly owned property, vehicle, equipment, or material which is provided as a matter of stated policy for the use of Town public officials, employee or volunteer in the conduct of official Town business.
3. No public official, employee or volunteer shall discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, citizenship, ancestry, place of birth, disability, military or veteran status, gender identity, health coverage status, HIV status, genetic information, crime victim status, pregnancy or pregnancy-related condition or any other categories protected under local, state or federal law.

N. COMPLAINT OF ETHICS VIOLATION

1. A person, who believes that an appointed public official, employee or volunteer of the Town of Georgia has violated any portion of this policy, may send or deliver a signed, written complaint to the Ethics Liaison (Town Administrator) appointed by the Selectboard. The complaint shall include the name of the person alleged to have committed the violation and the specifics of the act(s) which constitute the violation. The Selectboard shall forward the complaint to the appropriate public official(s) for resolution.
2. Any complaint against an elected official shall be directed to the Town of Georgia's appointed Ethics Liaison (Town Administrator). A person may ask an elected body to reconsider a matter that they believe involved an unethical act by an elected official.
3. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

O. RE-AFFIRMATION OF ETHICS POLICY

1. Selectboard: Annually at their re-organizational meeting, Selectboard shall, in a public meeting, re affirm this Ethics Policy of the Town of Georgia. Each new Selectboard member shall sign a form acknowledging that they have received and understand the Ethics Policy. The Selectboard will at all times keep a standing Ethics Policy that is compliant with the State Ethics Commission guidelines.
2. Boards, Commissions and Committees: Upon appointment and annually at their re-organizational

meetings, all boards, commissions, and committees appointed by the Selectboard shall, in a public meeting, re-affirm this Ethics Policy of the Town of Georgia. Each new board, commission or committee member shall sign a form acknowledging that they have received and understand the Ethics Policy.

3. Department Heads and Employees: Upon hiring, Department Heads shall be required to distribute and review with their employees a copy of this Ethics Policy and the Personnel Policies and Rules of the Town of Georgia. Each employee will be required to sign a form acknowledging that he/she has received and understands this Ethics Policy and the Personnel Policies and Rules. This form must then be acknowledged by the Selectboard.
4. Elected Position: Each person seeking an elected position in the Town of Georgia shall be given a copy of this Ethics Policy of the Town of Georgia along with a petition.
5. Appointed Position: Each person seeking an appointed position in the Town of Georgia shall be given a copy of this Ethics Policy, of the Town of Georgia, upon submission of a letter requesting appointment.

P. DETERMINATION OF CONFLICT BY OTHER THAN THE TOWN OFFICER.

1. If a question of a member's disqualification hereof is brought to the attention of any board, commission or committee by any party or person or by another board, commission or committee member, and the member does not disqualify himself/herself, the board, commission or committee shall consider the factual basis for the question and shall decide the matter by majority vote, the challenged member abstaining.

Q. ENFORCEMENT AGAINST ELECTED OFFICERS; CONSEQUENCES FOR FAILURE TO FOLLOW THE CONFLICT OF INTEREST POLICY AND PROCEDURES.

In cases in which an elected public officer has engaged in any of the prohibited conduct listed in this policy, or has not followed the conflict-of-interest procedures as specified, the Town of Georgia may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:

1. The Chair of the Town of Georgia Selectboard along with one other serving member of the Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and public officer together constitute a quorum of a public body.
2. The Town of Georgia Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. Section 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Town of Georgia Selectboard may admonish the offending public officer in private.
3. The Town of Georgia Selectboard may admonish the offending public officer at an open public meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
4. Upon a majority vote in an open meeting, the Town of Georgia Selectboard may request (but not order) that the offending public officer resign from his/her office.

R. ENFORCEMENT AGAINST APPOINTED OFFICERS

1. The Town of Georgia Selectboard may choose to follow any steps articulated in Section Q. In addition to or in lieu of any of those steps, the Town of Georgia Selectboard may choose to remove an appointed officer from office, subject to state law.

S. EXCEPTION.

1. The recusal provision of section G shall not apply if the Town of Georgia Selectboard determines

that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe they have a conflict of interest shall only be required to disclose such conflict as provided in section G.

T. APPEALS

1. A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality's personnel policy.

U. Ethics training and education (§ 1205):

1. All public servants are required to take training on the Code of Ethics within the first 120 days of the start of their public service, and once every three years thereafter.
2. List of Officers Required to take Training
 - (a) Chief Administrative/Municipal Officers (as defined on page 2)
 - (b) Town or City Manager/Administrators
 - (c) Mayors
 - (d) Legislative bodies (all members, as defined on page 2)
 - (e) Quasi-judicial body members (Boards of Civil Authority, Boards of Abatement, Development Review Boards, etc.)
3. Training is available at <https://ethicscommission.vermont.gov/training>, Please let me know if you would like to set up a training session, this is a 50 minute training with a section that asks each participant to complete a short Q & A at the end of the session, and ask you to fill out a form for proof of completion and your certificate of completion.

Incompatible Offices. There are a number of statutes that regulate whether a public official may hold more than one office. This chart provides an easy reference to assist you in determining whether two offices are incompatible to hold. The incompatibility of unlisted offices shall be determined at the discretion of the Select Board

CHART OF INCOMPATIBLE OFFICES

Can a Person Hold Both of These Offices?	Auditor	Selectperson	School Director	Town Manager	Town Treasurer	Election Official & Candidate (Austrian Ballot)	Election Official & Candidate (Not Austrian Ballot)	School District Employee	Spouse
Auditor	-	No	No	No	No	No, If Opposed	No	Yes	
Selectperson	No	-	Yes	No	No	No	No	Yes	
School Director	No	Yes	-	No	No	No, If Opposed	No	No	
Town Manager	No	No	No	-	No	No	No	Yes	
Town Treasurer	No	No	No	No	-	No, If Opposed	No	Yes	
Town Clerk	No	Yes	Yes	No	Yes	Yes	No	Yes	
Assistant Town Clerk	No	Yes	Yes	No	Depends ₂	N/A	N/A	Yes	
Town Agent	Yes	No	No	No	Yes	No, If Opposed	No	Yes	
First Constable	No	No	No	No	Yes	Yes	No	Yes	
Road Commissioner	No	Yes	Yes	No	Yes	No, If Opposed	No	Yes	
Cemetery Commissioner	Yes	Yes	Yes	No	No	No, If Opposed	No	Yes	
Trustee of Public Funds	No	Yes	Yes	No	Yes	No, If Opposed	No	Yes	
Lister	Yes	No	Yes	No	Yes	No, If Opposed	No	Yes	
Assessor	Yes	No	Yes	No	Yes	Yes	Yes	Yes	

Tax Collector, Current	No	No	No		Yes	Yes	No, If Opposed	No	Yes	
Tax Collector, Delinquent	No	No	No		Yes	Yes	No, If Opposed	No	Yes	
Trustee of Public Funds	No	Yes	Yes		No	Yes	No, If Opposed	No	Yes	
Grand Juror	Yes	Yes	Yes		No	Yes	No	No	Yes	
Inspector of Elections	Yes	Yes	Yes		No	Yes	Yes	No	Yes	
Justice of the Peace	Yes	Yes	Yes		No	Yes	Yes	No	Yes	
	1 Within same supervisory union. 2 Sec 24 V.S.A. § 1622. 3 A spouse of a town clerk, town treasurer, selectperson, trustee of public funds, town manager, water commissioner, sewer system commissioner, sewer disposal commissioner, first constable, road commissioner, collector of current or delinquent taxes, or town district school director, or any person who assists any of these officers may not be an auditor. 17 V.S.A . & 2647.									

- **§ 1998. Whistleblower protection [Effective January 1, 2025]**
 - (a) Protected activity.
 - (1) An agency, department, appointing authority, official, or employee of a municipality shall not engage in retaliatory action against a protected employee because the protected employee refuses to comply with an illegal order or engages in any of the following:
 - (A) providing to a designated complaint recipient a good faith report or good faith testimony that alleges an entity of a municipality, employee or official of a municipality, or a person providing services to a municipality under contract has engaged in a violation of law or in waste, fraud, abuse of authority, or a threat to the health of employees, the public, or persons under the care of a municipality; or
 - (B) assisting or participating in a proceeding to enforce the provisions of this section.
 - (2) No agency, department, appointing authority, official, or employee of a municipality shall attempt to restrict or interfere with, in any manner, a protected employee’s ability to engage in any of the protected activity described in subdivision (1) of this subsection.
 - (3) No agency, department, appointing authority, or manager of a municipality shall require any protected employee to discuss or disclose the employee’s testimony, or intended testimony, prior to the employee’s appearance to testify before the General Assembly if the employee is not testifying on behalf of an entity of the municipality.
 - (4) No protected employee may divulge information that is confidential under State or federal law. An act by which a protected employee divulges such information shall not be considered protected activity under this subsection.
 - (5) In order to establish a claim of retaliation based upon the refusal to follow an illegal order, a protected employee shall assert at the time of the refusal the employee’s good faith and reasonable belief that the order is illegal.
 - (b) Communications with legislative bodies of municipalities and the General Assembly.
 - (1) No entity of a municipality may prohibit a protected employee from engaging in discussion with a member of a legislative body or the General Assembly or from testifying before a committee of a municipality or a committee of the General Assembly; provided, however, that a protected employee may not divulge confidential information, and an employee

shall be clear that the employee is not speaking on behalf of an entity of a municipality.

(2) No protected employee shall be subject to discipline, discharge, discrimination, or other adverse employment action as a result of the employee providing information to a member of a legislative body, a legislator, or a committee of a municipality or a committee of the General Assembly; provided, however, that the protected employee does not divulge confidential information and that the employee is clear that the employee is not speaking on behalf of any entity of the municipality. The protections set forth in this section shall not apply to statements that constitute hate speech or threats of violence against a person.

(3) In the event that an appearance before a committee of a municipality or committee of the General Assembly will cause a protected employee to miss work, the employee shall request to be absent from work and shall provide as much notice as is reasonably possible. The request shall be granted unless there is good cause to deny the request. If a request is denied, the decision and reasons for the denial shall be in writing and shall be provided to the protected employee in advance of the scheduled appearance. The protections set forth in this subsection (b) are subject to the efficient operation of municipal government, which shall prevail in any instance of conflict.

(c) Enforcement and preemption.

(1) Nothing in this section shall be deemed to diminish the rights, privileges, or remedies of a protected employee under other federal, State, or local law, or under any collective bargaining agreement or employment contract, except the limitation on multiple actions as set forth in this subsection.

(2) A protected employee who files a claim of retaliation for protected activity with the Vermont Labor Relations Board or through binding arbitration under a grievance procedure or similar process available to the employee may not bring such a claim in Superior Court.

(3) A protected employee who files a claim under this section in Superior Court may not bring a claim of retaliation for protected activity under a grievance procedure or similar process available to the employee.

(d) Remedies. A protected employee who brings a claim in Superior Court may be awarded the following remedies:

(1) reinstatement of the employee to the same position, seniority, and work location held prior to the retaliatory action;

(2) back pay, lost wages, benefits, and other remuneration;

(3) in the event of a showing of a willful, intentional, and egregious violation of this section, an amount up to the amount of back pay in addition to the actual back pay;

(4) other compensatory damages;

(5) interest on back pay;

(6) appropriate injunctive relief; and

(7) reasonable costs and attorney's fees.

(e) Posting. Every agency, department, and office of a municipality shall post and display notices of protected employee protection under this section in a prominent and accessible location in the workplace.

(f) Limitations of actions. An action alleging a violation of this section brought under a grievance procedure or similar process shall be brought within the period allowed by that process or procedure. An action brought in Superior Court shall be brought within 180 days following the date of the alleged retaliatory action. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

• **§ 1999. Municipal charters; supplemental ethics policies [Effective January 1, 2025]**

(a) To the extent any provisions of this chapter conflict with the provisions of any municipal charter listed in Title 24 Appendix, the provisions of this chapter shall prevail.

(b) A municipality may adopt additional ordinances, rules, and personnel policies regarding ethics, provided that these are not in conflict with the provisions of this chapter. (Added 2023, No. 171 (Adj. Sess.), § 22, eff. January 1, 2025.)

EFFECTIVE DATE.

1. This policy as amended shall become effective immediately upon its adoption by the Town of Georgia Selectboard.

Signatures:

Selectboard-Chair: [Signature] Selectboard Member: [Signature]
Selectboard Member: [Signature] Selectboard Member: [Signature]
Selectboard Member: Vacant Seat

Date of Revision: February 24, 2025

Adoption History

1. Agenda item at regular Town of Georgia meeting held on February 24, 2025.
2. Read and approved at regular/special Selectboard meeting on February 24, 2025 and entered in the minutes of that meeting which were approved on March 12, 2025.
3. Posted in public places on March 13, 2025



Town of Georgia Employee Social Media Policy

Approved November 16, 2020

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1 Purpose

- 1.1.1 This policy sets forth rules for appropriate use of social media and social networking sites by full and part-time employees of the Town of Georgia. It shall also serve as a guide for the use of social media by elected and appointed officials of the Town.
- 1.1.2 The use of social media is wide-spread and has changed the manner and speed in which communication occurs. Given the rise of social media as a mode of communication, it is important for the Town to evaluate how social media impacts the public services that it provides to its citizens, and the rights and responsibilities of the public employees providing those services.
- 1.1.3 Public employees’ use of social media has the potential to significantly impact the reputation, goals, and public, policy interests of the Town. Such use can, in certain circumstances, result in legal liability for the Town and its employees, interfere with the efficient performance and delivery of essential governmental services, and violate the public trust through the disclosure of confidential or private information. Those who accept employment by the Town accept a position of trust and responsibility. They have a duty not to disclose improperly, via social media or otherwise, confidential or private information they lawfully acquire while performing their responsibilities as Town employees.
- 1.1.4 At the same time, Town employees undeniably possess both Constitutional and statutory rights to engage in certain forms of communication. None of the standards, rules or guidelines contained herein are intended to interfere with any employee’s rights of communication or free speech under any applicable federal, state or local law, or applicable provisions of the U.S. or Vermont Constitutions, or to interfere with or prevent any employee from engaging in concerted activity or communicating about wages, hours, or other terms and conditions of his or her employment with the Town, either with co-workers or members of the public. Instead, the purpose of this policy is to provide uniform standards and procedures for employee use of social media sites, both during and outside working hours, while also protecting employees’ free speech and concerted activity rights.

2 Standards Regarding Employee Rights

- 2.1.1 Any policy regarding the use of social media by public employees must be adopted in the context of existing law. As stated above, the Town acknowledges that its employees have certain Constitutional and statutory rights of communication, including, but not limited to, the following:

- 2.1.1.1 Free Speech: Public employees have a right to speak as a citizen on matters of public concern, which is weighed against the Town’s interest in promoting the efficiency of the public services it performs through its employees. Among other things, the First Amendment protects a public employee’s right, in certain circumstances, to speak as a citizen addressing matters of public concern. Speech is generally considered a matter of public concern when it is related to any matter of political, social, or other concern to the community. Employees are advised, however, that their First Amendment right to speak as citizens on matters of public concern is not absolute. This right is balanced against the Town’s interest as an employer in regulating the speech of its employees in order to perform its public services effectively. In other words, even where an employee speaks as a citizen on matters of public concern, via social media or otherwise, there may be circumstances in which that speech does not outweigh the Town’s interest in efficient and effective fulfillment of its responsibilities to the public. In such instance, employee speech may result in employment discipline.
- 2.1.1.2 Concerted Activity: Public employees have a right to engage in concerted activity. Under State law, public employees generally have the right to engage in concerted activities for the purpose of collective bargaining and other mutual aid or protection, including the right to communicate among themselves and with the public, via social media or otherwise, regarding their hours, wages, and terms and conditions of employment. Note, however, that not all discussions about work-related matters constitute protected communications.
- 2.1.1.3 This policy shall, not be interpreted or applied in a manner that violates an employee’s free speech rights or that interferes with, restrains or coerces employees in the exercise of their rights to engage in concerted activity, including the rights of any employee to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, or to communicate concerning wages, hours of work or other conditions of employment. In addition, nothing herein shall be interpreted or applied in a manner that violates any other employee rights, including any employee communication rights not otherwise identified, herein, that are provided by law or by duly adopted and binding agreement. In interpreting and applying this policy, the employee rights discussed above shall be implicit and shall be considered in any employment enforcement context.

3 Definition and Scope

- 3.1 Definitions
- 3.1.1 “Social media” are computer or electronic mediated technologies that allow the creating and sharing of information, ideas, professional and personal interests, and other forms of expression via virtual communities and networks. Social media can take many forms. Its use occurs across a variety of applications, media and platforms, and is continually evolving. Social media includes, but is not limited to, internet forums, blogs, microblogs, online profiles, wilds, podcasts, video and music sharing. Examples of social media applications include, but are not limited to, LinkedIn, Google Groups, MySpace, Wikipedia, Instagram, YouTube, Twitter, Yelp, Flickr, Yahoo groups, Snapchat, Wordpress, and ZoomInfo. The absence of, or lack of explicit reference to, any form of social media or specific site does not limit the extent of the application of this policy to that form of social media or site.

- 3.1.2 “Working hours” shall mean any period of time during which an employee is performing or expected to perform duties and responsibilities within the scope of their employment for the Town.
- 3.2 Scope
- 3.2.1 This policy applies to all forms of communication on or through social media sites by Town of Georgia employees.
- 3.2.2 This policy applies to all Town employees during both working and non-working hours, regardless of whether the employee is using the Town’s or individually owned personal or public computer, cell phone, portable media device, equipment, network or technology.
- 3.2.3 Any social media use which violates this policy, or which fails to comply with any applicable local, state or federal laws, applicable rules of ethics or professional conduct, or which improperly discloses confidential or private information, including but not limited to individually identifiable private health information or protected intellectual property or copyrighted matter in violation of law may result in disciplinary action, up to and including termination of employment, pursuant to the Town of Georgia Personnel Policies and Rules, as amended from time to time.
- 3.2.4 The Vermont Public Records Act and Vermont and federal rules of civil procedure related to e-discovery may apply to social media content produced or acquired in the course of Town business. Accordingly, all such content must be available to the Town and capable of being managed, stored and produced in a manner consistent with the requirements of law.

4 Use of Social Media During Working Hours

- 4.1.1 Employees are prohibited from accessing, viewing, using, uploading to or posting any communications via social media during working hours, except where any such use or communication is a necessary component of the employee’s job responsibilities or is specifically authorized by the employee’s department head or supervisor. Notwithstanding the foregoing sentence, a department head, in the exercise of his or her reasonable discretion, may permit brief, incidental use of social media use that does not otherwise interfere with the employee’s work performance in circumstances where it would be unreasonable or prohibitive for the employee, due to the nature of such access, posting or uploading, to delay such access, posting or uploading until off-duty time.
- 4.1.2 Employees shall have no ownership interest in, nor shall they have any reasonable expectation of privacy concerning, any information accessed, posted or uploaded to social media during working hours through the use of Town-owned devices, equipment or servers. All information and communications accessed, posted or uploaded to social media sites by any employee during working hours shall be subject to monitoring and inspection by the Town. The Town reserves the right to remove posts and content in Violation of this policy, or to require employees to remove any such posts or content.

5 Use of Social Media Outside Working Hours

- 5.1.1 This policy is not intended to govern employees’ establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-town information systems.

Town of Georgia
Employee Social Media Policy

Approved November 16, 2020

- 5.1.2 Employees are expected to be attentive and careful in their personal use of social media. Employees should assume that information posted to publicly available social media sites is permanent and public, be aware that their use of social media may be perceived as representing the Town end Town government, and tailor their use accordingly.
- 5.1.3 Subject to the forgoing and the employee rights referenced above, when posting, uploading or otherwise communicating via social media outside working hours:
- 5.1.3.1 Employees shall take reasonable steps, when posting, uploading or otherwise Communicating via social media on issues regarding Town government or official Town policy, to communicate that any views or opinions expressed thereon are personal in nature, and do not necessarily reflect the official position or policy of the Town.
- 5.1.3.2 Employees shall not upload, post or communicate any information concerning the identity, actions or conduct of any other Town employee which violates any individual's right to privacy, or which violates the Town's harassment policy or other Town policies or rules.
- 5.1.3.3 Employees shall not upload, publish or post photographs, images or likenesses of any Town employee or official, nor upload, publish or post photographs of any Town employee workspaces, offices or work sites, without such employee or official's express prior consent.
- 5.1.3.4 Employees shall not upload, publish or post any Town of Georgia documents that are exempt from public inspection or disclosure under the terms of the Vermont Access to Public Records Act or which are exempt from disclosure under any applicable rules of privilege. In the event that an employee is uncertain about the legal status of any Town of Georgia document, the employee shall seek clarification from the employee's department head prior to uploading, publishing or posting.
- 5.1.3.5 Employees shall not upload, publish or post any communication or information on social media sites in the name of the Town of Georgia or in any manner that could reasonably be attributed to the Town of Georgia without express prior consent and authorization of the employee's department head.
- 5.1.3.6 During their regular course of their employment by the Town, certain employees, including, without limitation, members of the Georgia Fire Department and Georgia First Response, may have access to and possess confidential information, including but not limited to protected health information, the identity of suspects and victims and personal information contained in fire, motor vehicle accident and investigative reports. Town employees are prohibited from posting, releasing or disclosing any such confidential information outside their respective department without written permission from the department head. Town employees also shall not post, circulate or publish, outside of their respective department, any photographs, video or images, including photographs, video or images of fire or accident scenes, nor otherwise comment on or respond to comments regarding such fire or accident scenes, via social media, without the express advance consent of their department head.

6 Investigation: Employee Responsibilities

Town of Georgia
Employee Social Media Policy

Approved November 16, 2020

6.1.1 In any workplace investigation involving allegations of employee conduct that violates the provisions of this Social Media Policy, all employees shall be obligated to reasonably assist and cooperate with such investigations. Unless otherwise directed by supervisors or other town officials, an employee subject to an investigation shall preserve all relevant social media content and provide the Town with reasonable access to any such content that is relevant to the investigation.

7 Incorporation into Town Personnel Policies and Rules

7.1.1 This policy shall be incorporated by reference and in its entirety into the Town of Georgia Personnel Policies and Rules and shall be enforced in accordance therewith.

Adopted this 16th day of November, 2020.

SIGNATURES OF GOVERNING BODY



Scott St. Onge, Chair



Jason Burt, Vice Chair



Kyle Grenier



Steven Lamos



Tara Wright

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



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

Georgia Public Library Trustee Meeting
Friday, February 21, 2025 3:30pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Sara Walker & Deb Mann
Staff Present: Bridget Stone
Guests Present: Nicole Jamison

1. Call to order: 3:31pm
2. Additions, Deletions, or changes to the Agenda
 - Discussion on GPL Trustee Meeting recordings on the Town of Georgia website. K. Caspers will follow up with S. Katon and D. Bergstrom in the Town of Georgia offices.
3. Approve the minutes
 - **1/16/2025 Library Trustee Meeting Minutes** Approved with changes to minutes language regarding financial grant tracking and Bylaw review and changes for clarification; and deleted executive session language as the discussion was tabled for the next Trustee meeting. R. Giroux made the motion, S. Walker seconded, all in favor.
4. Treasurer's Report
 - B. Giroux provided "Town of Georgia Vermont General Ledger, detailed transaction report, Period 1 Jan to Period 1 Jan" handouts.
 - Library donations of \$50 and \$500 (VELCO) are not reflected in the report.
 - R. Giroux and T. Cleveland will meet with the Town Treasurer and Town Administrator to discuss tracking library transactions and grants.
 - R. Giroux suggests the Board of Trustees reconsider the GPL budget and line items after the Town's budget has been approved and reallocate funds as necessary for the remainder of 2025.
5. Library Director's Report
 - B. Stone reported two grants for the summer reading program were procured, \$350 from the Vermont Department of Libraries and \$5,000 from Dollar General. Discussion on following the Town of Georgia Grant Policy.
 - The GPL Community Room has been busy with many programs for the patrons to enjoy, including the AARP senior tax outreach, sewing group and chess club.
 - The library will host WIC for their first clinic on Wednesday, March 5. Interested individuals can contact the Vermont Department of Health for more information on WIC Clinics.
 - There was an issue with a book requested out of GPL to another library within the interlibrary loan program. The book was never checked out but was marked up and destroyed at GPL. This was deemed an unacceptable, hate-based damage to library materials. The Library Director is keeping up with the topic and will replace the book.
 - Changing State of Vermont policies on firearms in municipal buildings may affect GPL policies. The policy committee will wait for more information.
 - B. Stone submitted GPL data to be included in the 2024 Vermont Public Libraries Statistics Annual Report. The report is not yet available on the Vermont Agency of Administration, Department of Libraries website.
6. Old Business

- (a) Hazardous Mitigation Policy: The Town of Georgia's "Hazard Communications" policy is still under review.
- (b) Outlets: A second contractor visited the library to upgrade approximately 30 new outlets. There was a question of whether new outlets could be installed above the existing heating system, if the building be "grandfathered" from current regulations. S. Katon will entertain another bid for the electrical work at the library.
- (c) Bylaws Review: K. Caspers presented an updated copy of the Bylaws to correct information that the Secretary must post meeting minutes within 5 calendar days and an update to the new Trustee meeting materials.
 - Motion to approve the changes to the Bylaws. Motion made by R. Giroux and seconded by S. Walker. All in favor.
- (d) Policy Update: K. Caspers and D. Mann explained changes made to sections 3 and 4 in the GPL policies. Sections 2 and 1 will be reviewed in that order. A more in-depth review is planned for the April Trustee meeting, with more information given to the new Trustees. D. Mann requested job descriptions for Library Director, Assistant Librarian and Children's Program Director to update the Personnel Policies section of the GPL policies.
- (a) Employee Review: T. Cleveland performed the Library Director annual review. The SMART performance review model was used for this review. Trustees discussed the need for policies to be in place for future reviews, as there is no guidance in current GLP policies, Bylaws or Town of Georgia policies. The Policies Committee will include drafting the policy for Trustee approval.
- (e) Appreciation potluck: rescheduled to April 9, 2025 at 5pm.

7. New Business

- (a) Library Hours on Snow Days: Discussion commenced over the GPL being closed on days the Georgia Elementary and Middle School is closed. The library should not close automatically if the school closes, rather, weather patterns and the forecast should be examined. The Trustees agreed that an Inclement Weather policy was necessary for future instances. The Policies Committee will include drafting the policy for Trustee approval.
- (b) Retroactive pay for raises. S. Katon confirmed that once the Town of Georgia budget is passed, GPL employee raises will be paid retroactively. If the Town budget fails, the Trustees will meet to make any necessary changes.

8. Executive Session

- T. Cleveland would entertain a motion to enter into Executive Session to discuss a personnel matter 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 such personnel matters with Trustee members and Library Director under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.
- Motion made at 5:20pm by D. Mann, seconded by R. Giroux. All in favor.
- Motion to exit Executive Session at 5:47pm by R. Giroux, K. Caspers seconded. All in favor.
- No action taken outside of Executive Session.
- B. Stone gave a report on her Library Director annual review.

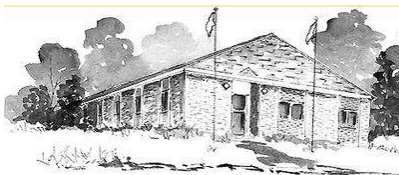
9. Plan Next Meeting:

- Thursday, March 6, 2025 at 4:45pm at the Georgia Public Library. Agenda items will include Nomination and election of Trustee officers; new Trustee policy paperwork; brief overview of policies from the policy committee, and GPL budget.

10. Adjourn

- S. Walker made a motion to adjourn at 5:54 p.m. All in favor.

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



Library Trustees
Kollene Caspers
Terry Cleveland
Nicole Jamison
Deb Mann
Craig Volatile-Wood

GPL POLICIES TO BE REVIEWED/ UPDATED:

Library Policies (2016), Sections 1-5, currently on the website:

- Update the language to include all Act 150 changes **(must be in place by July 1, 2025)**:
 - Confidentiality statute (22 VSA §171-173)
 - Model Collection Development Policy (22 VSA §69)
 - Other Act 150 changes to 22 VSA §67, §105, §143, and 13 VSA §1702, unless Model Policies are provided before the July 1 deadline
- Vulnerable Persons Policy (9/12/2023)
- Refer to Town of Georgia Policies in the following areas, possible links from GPL website:
 - Narcan Library Policy
 - Personnel Policy
 - Conflict of Interest & Ethics Policy
 - Social Media Policy
 - Facilities Use Policy
 - Tobacco Free Policy

COMMITTEE REPORT

The Policy Committee has met several times and has reviewed GPL Policy Sections 2, 3 and 4. The Committee has drafted suggestions for changes of 3 and 4 to share with the Board at our next meeting.

Section 5 of the Policy is the Trustee Bylaws, which were reviewed, updated and approved on February 21, 2025.

Section 1, General Library Policies, will be the section where the bulk of the Act 150 changes will be implemented.

All suggested changes will be presented to the Trustees for approval before the new policies go to the Town of Georgia attorney for review. Once the policies are ready for adoption it must be warned accordingly in the Agenda and posted on the website thereafter. Again, the goal is to have these complete by July 1, 2025.