



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, March 18, 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: February 18, 2026
 - [B.](#) Georgia Public Library Trustee Special Meeting Minutes: March 10, 2026
5. **TREASURER REPORT**
 - A. Grant Update
 - B. 2026 Budget
6. **LIBRARY DIRECTOR REPORT**
 - A. Personnel/Staffing
 - B. Facilities
 - C. Programming
7. **NEW BUSINESS**
 - [A.](#) HUD Grant Approval and Support Letter
 - B. Committee Appointments
 - i. Building Revitalization Committee
 - ii. Policy Committee
 - iii. Other
 - [C.](#) Background Checks

D. Cleaning Company

8. OLD BUSINESS

A. Safety Discussion

B. Policies:

i. Social Media Policy

ii. Personnel Policy

iii. Ethics Policy

C. Revitalization Committee Update

D. Memorandum of Understanding with the Town of Georgia

E. Staff Job Descriptions

9. OTHER BUSINESS

10. PLAN NEXT MEETING

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

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



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

Georgia Public Library Trustee Meeting
Wednesday, February 18, 2026 4:45pm
Location: Georgia Public Library
MINUTES

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

Staff Present: Bridget Stone, Mindy Grange

Guests Present: Kellie Bosenberg, Sarah Savich, Jeanette Warn, Patricia Duncan, Natasha Halverson (via phone).

1. Call to order: 4:47pm
2. Additions, deletions, or changes to the Agenda:
 - T. Cleveland requested the addition of discussion on the Memorandum of Understanding. To be added as 7c.
 - K. Caspers requested the addition of an Executive Session to discuss a Legal Matter. To be added as 9.
 - N. Jamison requested the addition of discussion of the Ethics/Conflict of Interest Complaint. To be added as 8d.
 - The Trustees approved the addition of the above agenda items.
3. Public Comment:
 - Jeanette Warn was present and shared her support of Women’s History Month with the Library Trustees and Staff and encouraged collaboration with the Franklin County Women for Democracy of area events celebrating and recognizing Women’s History.
 - Patricia Duncan was present and read her email sent to the Library Board of Trustees and Selectboard members in support of the library and share her concerns with library funding and safety measures.
 - K. Bosenberg introduced herself as a Selectboard member for the Town of Georgia and wanted to clarify misinformation that library staff were not given pay raises. The Library Board of Trustees are given a budget from the Selectboard and it’s the GPL Trustees who determine how the money is allocated.
 - Natasha Halverson called in to express her support for the library, commend the library director on securing grants to supplement the library budget, thank the Trustees for their service and encourage everyone to speak up on Town Meeting Day in support of the GPL.
4. Minutes:
 - (a) Approve Minutes from the 1/21/2026 Library Trustee Meeting
 Motion to approve minutes with changes to the wording of grant requests to Selectboard, changing the verbiage for the discussion on closing the library for lack of staff, number of trained substitutes, and Teen Advisory Board information.
 Motion made by T. Cleveland, Seconded by C. Volatile-Wood.
 Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

5. Treasurer’s Report:

- (a) Monthly Report- T. Cleveland provided the Trustees a report on January 2026 expenses.
 - T. Cleveland answered Trustees questions on expenses.
- (b) Grant Update-
 - T. Cleveland answered questions on the United Way Grant. She will not bill again until April, the grant will terminate June 30, 2026 and programming for the grant will begin soon.
- (c) Approval of Engineer’s Bill- T. Cleveland passed out the Civil Engineering Associates, Inc. invoice for work provided from November 6, 2025 to December 10, 2025 for work associated with providing project planning, design, permitting and construction phase services for the proposed renovations to the GPL.

Motion to approve the Civil Engineering Associates invoice.

Motion made by K. Caspers, Seconded by D. Mann.

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

6. Library Director’s Report:

- (a) Personnel-
 - The library is short-staffed, and B. Stone would like to have two individuals working at a time during open hours. She is also working on increasing the volunteer base and have a combined training for efficiency.
 - K. Caspers requested discussion on hiring efforts.
 - B. Stone requested hiring personnel be discussed in Executive Session.
- (b) Facilities-
 - The library has not had access to Microsoft Office Suite since January 1st. The software is not built into the Library’s budget. Discussion was had on the Outlook system and emails given by the Town. K. Bosenberg will inquire into the Town office on the software.

Motion to approve B. Stone to purchase a license for Microsoft Suite after the Selectboard Meeting on Monday.

Motion made by T. Cleveland, Seconded by C. Volatile-Wood.

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

- M. Grange and B. Stone have been cleaning up the back room.
- A new lock was installed on the door between the food shelves and the library, as requested by B. Stone after examining the library’s vulnerabilities due to a threatening phone call to the library.
- B. Stone expressed her gratitude to T. Cadieux and the seriousness which the Town of Georgia took the situation and area police for the support.
- The Trustees and Library Director discussed the panic buttons provided by the Town and testing for safety.
- Custodial services are still not up to standards, where floors, rugs and bathrooms are not being properly cleaned and trash is not taken out. The Trustees discussed alternative cleaning options.

(c) Programs-

- The library is short staffed, and it is difficult to maintain programming while running the library desk.
- The library has had some interest in creating another *Friends of the Library* group; there was a meeting between the person who is interested and a previous member of the *Friends* group. They will be meeting again in a couple of weeks. More details to come soon.

7. Old Business:

- (a) GPL Revitalization Committee Update –
 - The Committee had a meeting with the project architect, engineer and HVAC professional, who offered some good suggestions for heating, shelving and the library’s shared well. There is another meeting on February 23, 2026 at 10am.
 - S. Savich suggested a solid communication plan to get the renovation project information out to the public for Bond support in August.
 - There was discussion on the Revitalization Committee being available at Town Meeting Day with information on the renovation project for the public.

(b) GPL Staff Job Descriptions – Tabled for next meeting.

(c) Memorandum of Understanding with the Town of Georgia-

- The MOU was sent to the Town Attorney for review.
- Trustees and Selectboard member K. Bosenberg discussed the changes to the MOU made by the Selectboard.
- There was discussion on the grant monies replacing salaries budgeted by the Board of Trustees with monies allocated by the Town. Clarification on the proper course of action was requested to the Town auditors.
- Discussion on grants, the Town Grant policy and procedures for applying for grants and rant management.

8. New Business:

- (a) HUD Grant discussion- The Trustees discussed the grant and application process. K. Caspers requested signature on an approval and support letter from the Board of Trustees. Due to an error in the letter, K. Caspers will revise the letter and drop off at the Library for Trustees to sign.
- (b) Inclement Weather and the Library- The Trustees discussed the Library as a warming center for extreme cold temperatures, as well as a cooling center during extreme hot temperatures as advertised by the State of Vermont. A conversation on emergency preparedness ensued.
- (c) Letter to the Selectboard clarifying misinformation reported at the 2/9/26 Selectboard meeting regarding grant funded conference- T. Cleveland sent a letter to the Selectboard. No other discussion was had on the topic.
- (d) C. Volatile-Wood is not running for another term as Library Trustee and wanted to thank the Trustees for our service, ask that they work together in the coming years and wish them good luck. C. Volatile-Wood was thanked for his time and service on the Board.

9. Executive Session-

Chair Jamison would entertain a motion to enter into executive session to discuss a Legal Matter and 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 6:44pm

Motion made by K. Caspers, Seconded by Vice Chair Mann

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

Chair Jamison would entertain a motion to enter into executive session to discuss Legal Matter and Personnel with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite B. Stone to join the Executive Session

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

Chair Jamison would entertain a motion to enter into executive session to discuss Personnel with Staff Member M. Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite M. Grange to join the Executive Session
Motion made by T Cleveland, Seconded by Chair Jamison
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

K. Caspers left the meeting at 7:00pm

Motion to exit from Executive Session at 7:34pm
Motion made by C. Volatile-Wood, Seconded by T. Cleveland
Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

Action taken following Executive Session:

Motion to hire one person for 21 hours per week at \$18/ hour
Motion made by Vice Chair Mann, Seconded by T. Cleveland
Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

Motion to authorize the library director to make the decision to close the library if understaffed, until the staffing shortage is resolved.
Motion made by T. Cleveland, Seconded by C. Volatile-Wood.
Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

10. Plan Next Meeting: **Wednesday, March 18, 2026 at 4:45pm**

- Reorganization meeting.

11. Adjourn

Vice Chair Mann made a motion to adjourn at 7:40 p.m.
Voting Yea: Chair Jamison, Vice Chair Mann, T. Cleveland, C. Volatile-Wood

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Library Trustees
Ben Chiappinelli, Chair
Sarah Savich, Vice Chair
Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Heather Dunsmore, Member

Georgia Public Library Trustee Special Meeting
Tuesday, March 10, 2026 at 5:00 pm
Georgia Public Library Community Room

MINUTES

Trustees Present: Kollene Caspers, Ben Chiappinelli, Terry Cleveland, Heather Dunsmore and Sarah Savich

Staff Present: Bridget Stone

Guests Present: Kellie Bosenberg and Doug Bergstrom

1. Call to Order- 5:04PM
2. Introductions: Library Director Bridget Stone and Trustees Ben Chiapenelli, Terry Cleveand, Sarah Savich, Kollene Caspers and Heathe Dunsmore made introduction and discussed perspectives, experiences and interests in serving the Georgia Public Library on behalf of the Georgia community.
3. Call for nominations for Library Trustee **Chair**
Motion for Ben Chiappenelli for Georgia Public Library Trustee Chair.
Motion made by H. Dunsmore, Seconded by T. Cleveland
Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich
B. Chiappinelli accepts the nomination.
4. Chair Chiappinelli calls for nominations:
 - **Vice Chair-** Motion for Sarah Savich for Vice Chair. T. Cleveland made the motion, seconded by K. Caspers. Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich. S. Savich accepts the nomination.
 - **Treasurer-** Motion for Terry Cleveland for Treasurer. H. Dunsmore made the motion, seconded by S. Savich. Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich. T. Cleveland accepts the nomination.
 - **Secretary-** Motion for Kollene Caspers for Secretary. H. Dunsmore made the motion, seconded by T. Cleveland. Voting Yea: B. Chiappinelli, K. Caspers, T. Cleveland, H. Dunsmore, Sarah Savich. K. Caspers accepts the nomination.
5. No public comments.
6. Additions, deletions, or changes to the agenda
 - K. Caspers requested the addition of executive session to discuss personnel.
 - K. Bosenberg requested Safety Discussion be moved up on the Agenda for Doug Bergstrom, Security System Administrator for the Town of Georgia.
7. Safety Discussion
 - D. Bergstrom explained there are interior and exterior cameras installed in all municipal buildings except for the library, which only has exterior cameras installed at this time.

- There is a lock-down button at the library to lock all exterior doors and panic buttons for library staff, silently alert to a monitoring company in case of emergency. He explained how these security features work.
 - Philo Security Systems made a service call to the library on March 6th to check the lockdown button and replace new batteries in all panic buttons.
 - Philo Security Systems recommends interior cameras in the library for liability issues to the Town. This includes a camera at the entryway for slip and fall incidents, as well as cameras in the main library and community room.
 - There was a discussion on vagrancy and drug use the library has experienced in the past, and recent threats and concerns for staff and patron safety.
 - K. Bosenberg explained the Georgia Selectboard is listening to Philo's recommendations and has been gathering information from other libraries that also have interior cameras for the security of their staff and patrons.
 - B. Stone requested a monitor for the video surveillance in her office and expressed reservations for interior cameras, including confidentiality for patrons; and concerns that interior cameras would not help in immediate situations and could potentially escalate a situation. She asked about other options, such as deescalation training.
 - D. Bergstrom explained the Town's Video Surveillance policy, how the cameras will be accessed and who will have access to the footage. Installing interior cameras in the library is a proactive move by the Town to cover potential liability issues, and all expenses will be covered by the Town or through grants.
8. Review Roles and Responsibilities Chart – The Library Director and Trustees went through the chart.
9. Handouts for Trustees: Manual for Library Trustees; GPL mission statement, Bylaws and Policies; Town Social Media Policy, Personnel Policy and Conflict of Interest & Ethics Policy.
- The Trustees will review the GPL Social Media policy and the Town Social Media policy for discussion at the next regular meeting.
 - Town Meeting Day is not a paid holiday for any staff other than the highway department as listed in the Town's Personnel Policy. The Trustees discussed approaching the Selectboard for a policy change to allow staff to participate in Town Meeting Day.
 - K. Caspers informed the Trustees the past board adopted the Town's Personnel Policy to be utilized by library staff. The library also receives payroll, benefits and other Town office assistance.
10. GPL 2026 Budget
- The Trustees reviewed the 2026 budget presented in the Town report and discussed the allocation of Impact Fees and grant funds.
 - T. Cleveland presented a draft budget with changes in allocations and line items for potential budget additions.
 - K. Caspers stated the library's operating expenses were already so low it cannot withstand any budget reductions. Reducing the hours the library is open will reduce the salary budget, given the reduction of library staff has impacted library operation hours.
 - Discussion moved to staffing, 2026 budget tabled for discussion at the next meeting.
11. Staffing Discussion

- The GPL will be closed if understaffed (less than 2 staff members) until the staffing shortage is resolved, as decided by the Board of Trustees at the 2/18/26 meeting.
 - The Trustees discussed options to attain the standard for two staff members during open hours and staying within budget.
 - The issue of utilizing volunteers was discussed, including confidentiality and training.
 - S. Savich said volunteers are very hard to find lately.
 - Currently there are many programs at the library run by volunteers, including Friday's story time. B. Stone said it is best practice to have children's programming completed by library staff.
 - The Trustees tabled the discussion for discussion at the next meeting.
12. Library Policies: *1.2.6 Patron Code of Conduct & 1.9 Policy for Lost or Damaged Materials*
- B. Stone explained recent situations necessitating policy review.
 - The Trustees discussed options on handling a patron exhibiting behaviors of concern to staff. K. Caspers recommended reaching out to Fire Department staff who may be qualified to approach the patron together with library staff.
 - B. Stone explained that over a dozen books were defaced by a young adult patron, who wrote or circled text to the point where the books were no longer able to be recirculated. The patron was informed of their limitations to access library materials and requested the patron pay for the replacement of damaged materials.
 - The Trustees further discussed options for replacing the damaged materials.
 - The Trustees determined it was not necessary to amend either of the policies at the next meeting.
13. Plan Next Meeting: Wednesday, March 18, 2026 at 5pm. All regular meetings will be held on the third Wednesday of the month at 5pm in the GPL community room, unless otherwise warned.
14. Executive Session:
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 6:51pm

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

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

Motion to exit from Executive Session at 7:45pm

Motion made by Vice Chair Savich, Seconded by H. Dunsmore

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

No action taken following Executive Session.

15. Adjourn

Motion to adjourn at 7:45pm

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

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

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Library Trustees
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March 18, 2026

RE: HUD Public Facilities Preservation Initiative Grant

The Georgia Public Library Board of Trustees confirm our official authorization and support to apply for the Vermont Department of Libraries Public Facilities Preservation Initiative Grants for Small, Rural Public Libraries in Vermont with funding provided by the U.S. Department of Housing and Urban Development (HUD) through their FY2023 Economic Initiative Community Project Funding program.

The Board has reviewed and approved the proposed project, Georgia Public Library Revitalization, which aims to improve the municipal library’s accessibility to patrons, staff and visitors and comply with Americans with Disabilities (ADA) standards. The project will cost approximately 1.2 million dollars together with a new entrance, adding a bathroom so the community room can be accessed after hours and changes to the parking lot. We believe this grant will assist with financing these much-needed renovations.

The Board hereby authorizes Kollene Caspers, Georgia Public Library Secretary, to act as the primary contact, submit the application, and work with a grant committee to execute all necessary documents related to this grant.

Should the Georgia Public Library receive this funding, the Board of Trustees agrees to accept the terms and conditions of the grant agreement and ensure the funds are used specifically for the project as outlined in the proposal.

Georgia Public Library Board of Trustees:

_____ Ben Chiappinelli, Chair

_____ Sarah Savich, Vice Chair

_____ Kollene Caspers, Secretary

_____ Terry Cleveland, Treasurer

_____ Heather Dunsmore, Member at Large



Town of Georgia Personnel Policy

Addendum 2 – Background Check Policy

Effective Date: **August 25, 2025**

Addendum: Background Checks for Personnel Working with Vulnerable Populations

In accordance with Vermont State Statutes, including 33 V.S.A. § 4919 (Child Protection Registry), 33 V.S.A. § 6911 (Adult Abuse Registry), and 20 V.S.A. § 2056c (Criminal Records Access), the Town of Georgia hereby adopts this addendum to its Personnel Policy. This section establishes background check requirements for personnel who work with or have access to vulnerable populations, including minors and adults in care.

Background Checks for Library and Parks & Recreation Personnel

1. Purpose

To ensure the safety and protection of children and vulnerable adults participating in Town of Georgia programs, services, and facilities, this section mandates pre-employment and periodic (every 5 years) background checks for employees, contractors, and volunteers serving in the Library and Parks & Recreation Departments.

2. Applicability

This policy applies to all personnel, including but not limited to:

- Full-time and part-time staff of the Georgia Public Library and Georgia Parks & Recreation Department.
- Seasonal or temporary employees.
- Program instructors, coaches, camp counselors, and volunteers who may have unsupervised access to minors or vulnerable adults.

3. Required Screenings

All applicable personnel must undergo the following background checks (as applies):

- **Criminal History Record Check** through the Vermont Crime Information Center (VCIC) pursuant to 20 V.S.A. § 2056c;
- **Fingerprint-based FBI Record Check**, if required by statute or based on risk level;

- **Vermont Child Protection Registry Check** per 33 V.S.A. § 4919, for those working with children.
- **Adult Abuse Registry Check** per 33 V.S.A. § 6911, for those working with adults in care.
- **Sex Offender Registry Check**, as a standard part of criminal background screening.

4. Consent and Confidentiality

Individuals must sign written consent forms prior to any background screening. All information obtained through background checks will remain confidential and used solely for evaluating suitability for the position.

5. Disqualification Criteria

Any applicant or employee found to have a record of abuse, exploitation, or other disqualifying offenses may be ineligible for employment or service in roles involving vulnerable populations, subject to review by the Town Administrator and consistent with Vermont law.

6. Timing and Renewal

- Background checks must be completed **prior to hire or volunteer start date**.
- **Periodic re-checks** (every 5 years) may be conducted for continued service, particularly in long-term or recurring roles.

7. Compliance and Recordkeeping

The Town of Georgia will maintain background check documentation in accordance with state and federal law and applicable retention policies. The Town will ensure compliance with all legal requirements and update procedures as laws or standards change.

Approved by:

Kristina Senna

Kristina Senna-Chair

Date: 8/25/2025

Brian Dunsmore

Brian Dunsmore Vice Chair

Date: 08/25/2025

Kellie Bosenberg

Kellie Bosenberg-Member

Date: 8/25/23

Paul Jansen

Paul Jansen-Member

Date: _____

Carl Rosenquist

Carl Rosenquist-Member

Date: 8/25/2025

Adoption History

1. Agenda item at regular Town of Georgia Selectboard meeting held on August 25 2025 2025.
2. Read and approved at regular/special Town of Georgia Selectboard meeting on August 25, 2025 2025 and entered in the minutes of that meeting which were approved on September 8, 2025



**Town of Georgia
Employee Notice**

Background Check Policy

Effective August 25, 2025, the Town of Georgia has adopted an Addendum to the Personnel Policy requiring background checks for certain positions.

What This Means

In accordance with Vermont State Statutes, including 33 V.S.A. § 4919 (Child Protection Registry), 33 V.S.A. § 6911 (Adult Abuse Registry), and 20 V.S.A. § 2056c (Criminal Records Access), background checks are now required for all employees, contractors, and volunteers whose roles involve direct services or unsupervised access to:

- Children (including youth programs, camps, library activities, and recreation programs)
- Vulnerable adults (including senior or disability programs)

What Will Be Checked

- Vermont Criminal History Record (VCIC)
- Fingerprint-based FBI Record Check (if applicable)
- Vermont Child Protection Registry
- Adult Abuse Registry (if applicable)
- Sex Offender Registry

Employee Responsibility

- Employees in covered positions must provide written consent to undergo required checks.
- Refusal to consent or failure to pass required screenings may disqualify individuals from certain roles or assignments.

Confidentiality

All background check information will remain confidential and will only be used for employment eligibility and compliance with state law.

Questions

If you have any questions about this policy, please contact the Town Administrator's Office.

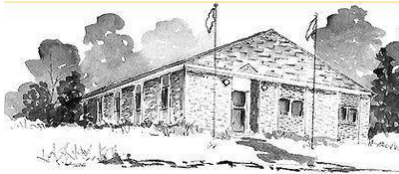
Acknowledgment of Receipt

I acknowledge that I have received and reviewed the Town of Georgia's Background Check Policy Notice.

Employee Name: _____

Signature: _____ **Date:** _____

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March 18, 2026

Town of Georgia Selectboard,

The Georgia Public Library Board of Trustees has voted to adopt and follow the Town of Georgia’s Personnel Policy as approved on June 9, 2025.

The Georgia Public Library Board of Trustees agree to Selectboard oversight and handling of matters such as payroll and benefits.

SIGNATURES

_____ Ben Chiappinelli, Chair

_____ Sarah Savich, Vice Chair

_____ Kollene Caspers, Secretary

_____ Terry Cleveland, Treasurer

_____ Heather Dunsmore, Member at Large

MEMORANDUM OF UNDERSTANDING
By and Between the
TOWN OF GEORGIA SELECTBOARD
and the
GEORGIA PUBLIC LIBRARY

The following Memorandum of Understanding (MOU) is established to define the roles and responsibilities between the **Town of Georgia Selectboard (“Town”)** and the **Georgia Public Library Board of Trustees (“LBOT”)** for the benefit of the **Georgia Public Library (“Library”)**. The role of the LBOT is significant regarding the operations of the Library, as it is unique to other Town of Georgia Departments. Defining the roles and responsibilities of all parties will foster collaboration and shared responsibilities between the LBOT and the Town.

The Library is a “Public Library” as defined under 22 VSA §101; and LBOT for the Library are voted in by the community and are responsible to oversee library operations, ensure adequate library funding, set policies for the Library, oversee personnel and encourage the use and growth of the Library. LBOT manage the public library and any property that shall come into the hands of the municipality by gift, purchase, devise, or bequest for the use and benefit of the library (22 VSA §105 & 22 VSA §143).

The Town is responsible to appropriate money as necessary for suitable facilities and for the foundation of a public library; and shall appropriate money annually for the care and increase of the library in an amount voted at its annual meeting (22 VSA §142). The Library building was originally built as a Regional Library but was subsequently purchased by the Town of Georgia for the specific purpose of housing the Library.

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

1. Library Director and Staff

- a. Library staff will be deemed Town employees and subject to the rights and responsibilities in the Town Personnel Policy. The LBOT voted to adopt and follow the Town Personnel Policy as approved on June 9, 2025.
- b. The LBOT will be responsible for hiring, evaluating annually and managing the Library Director.
- c. The LBOT will be responsible for creating, adopting, and changing the job description for the Library staff as necessary.
- d. The Library Director will hire library personnel and appoint volunteers in cooperation with the LBOT. The Library Director will oversee library personnel and volunteers.

2. Financial Management and Budgetary Process

- a. The Town will work cooperatively with the LBOT and the Library Director to provide financial management services that include payroll services, process

- payments to Library vendors, provide monthly reports, provide oversight of grants, and will include the Library in the annual financial audit.
- b. Consistent with 22 VSA §142, the LBOT will prepare an annual budget proposal indicating what support the Library will be requesting out of public funds. The Selectboard will take the request into consideration for appropriations and for the Town budget for Town Meeting Day.
 - c. The LBOT will prepare a breakdown of how the library budget will be spent for the fiscal year. The LBOT must stick close to the line items presented in the budget for which the Georgia public voted on Town Meeting Day.
 - d. The LBOT will review the Library’s annual budget expenditure and revenues at every regular meeting through financial reports provided by the LBOT Treasurer and Town Treasurer.
 - e. The LBOT will work with the Library Director to make adjustments as necessary within the annual budget line items, so long as such adjustments meet the intent of the voter-approved annual budget.
 - f. The Library, through the LBOT and Library Director, will adhere strictly to all applicable financial policies, procedures, and regulations established by the Town, as well as all relevant local, state, and federal laws governing financial practices. This includes, but is not limited to, compliance with accounting standards, financial reporting requirements, tax obligations, and anti-fraud measures.
 - g. For any potential grant application, the Library will adhere to Town policy on grants and grant requests.
 - h. For new construction or capital improvements, the LBOT will meet and confer with the Town. The Town retains the right and ability to offer its own budget recommendations on any capital budget item.
 - i. The LBOT will present, with the Library Director, the Annual Report of the Library to the Town and community through the annual Town Report.

3. Setting Library Policy

- a. The LBOT will work with the Library Director to set policies and procedures that are in the best interest of the residents of the community and that are in compliance with all state and federal laws and regulations.
- b. The LBOT shall follow the Town’s policies while setting policies and procedures.

4. Library Facilities & Town Provided Services

- a. The Library Director, Town Administrator, Public Works Director and LBOT will meet at least annually to review and update the services provided and budgeted amounts for the maintenance categories listed below.
- b. The Town Departments, where applicable, will provide the following maintenance services to the Library:
 - Snow removal from the access road, parking lot and walkways. It should be noted that this obligation is secondary to maintaining the Town roads which are a priority.
 - Lawn care, including trimming and edging.
 - Heating and cooling maintenance.
 - Plumbing services.

- Building Maintenance
 - Water quality testing at required intervals.
 - Lighting maintenance.
 - Trash and recycling removal and disposal.
 - Fire extinguisher and AED machine maintenance.
- c. The Town will schedule and pay for weekly custodial service to include complete bathroom cleaning and basic cleaning of the Library areas. The Town will also provide cleaning supplies, toilet tissue, facial tissues and paper towels and floor mat service.
- d. The Town will include CPR/First Aid/AED Training and other mandated trainings for the Library employees annually.
- e. The Town will provide the following Town of Georgia email addresses for the Library: librarydirector@townofgeorgia.com, libraryservice@townofgeorgia.com, librarystaff@townofgeorgia.com, librarysupport@townofgeorgia.com, LibraryYouth@townofgeorgia.com; as well as email addresses for all LBOT members.
- f. The Town will provide phone and internet services for the library, security monitoring and website management should the Library decide to utilize the Town website in the future.
- g. Any other items historically covered, and/or for which there is an advantage for both the Town and Library to properly maintain the building.

5. HR/Background Checks

- a. The Town will provide HR services to the Library, including key cards to the Library building, onboarding new employees, calculating time off, providing yearly insurance benefits information, and trainings in accordance with the Town’s Personnel Policy.
- b. The Library will organize and fund the background checks for all Library personnel and regular volunteers in accordance with the Town’s Personnel Policy.
- c. The Town will assist in the collection and filing of the background checks for the Library for maintenance of employee personnel files in accordance with the Town’s Personnel Policy.

6. Legal Support

- a. The Town shall provide the Library support on legal matters concerning questions, claims or suits involving property, casualty, liability and personnel issues.
- b. Requests for legal advice or opinions should be brought to the attention of the Town by the LBOT and approved by the Town prior to receiving services.
- c. The Town shall be made aware, as soon as practically possible, any lawsuits filed against the Library, Library personnel or LBOT except personal civil suits unrelated to the Library or its operations.

7. Risk Management

- a. The Town shall provide property and liability insurance as it does for all other buildings and Departments.

8. Cooperative Agreement with the Town shall be consistent with Vermont State Statutes.

- a. The overriding goal of the agreement herein is to promote the Town and the LBOT working together in the spirit of cooperation and open communication.
- b. The Town shall continue to provide financial, administrative and human resources services in adherence to those policies and procedures as are currently in place and as may be amended from time to time.

9. This MOU will be reviewed by both entities annually, prior to budget discussions, or when otherwise requested in writing by either party. Any necessary amendments will be considered in a timely manner. The Agreement shall not be modified without the written approval of both parties.

10. The LBOT will meet with the Town semi-annually for budget, services, capital improvements, goals and strategic planning.

11. This MOU shall remain in effect until substantially modified by the parties, unless terminated earlier by mutual written consent of the parties. Either party may terminate this MOU by providing 90 days written notice to the other party. Termination of this MOU shall not affect any rights or obligations accrued prior to the effective date of termination. This MOU represents the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral, relating to its subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of understanding as of the _____ day of _____ 2026.

Georgia Public Library Board of Trustees:

Nicole Jamison, Chair

Debbie Mann, Vice Chair

Kollene Caspers, Secretary

Terry Cleveland, Treasurer

Craig Volatile-Wood, Member at Large

Town of Georgia Selectboard:

Kris Senna, Chair

Carl Rosenquist

Brian Dunsmore, Vice Chair

Kellie Bosenberg

Judith Nasca

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