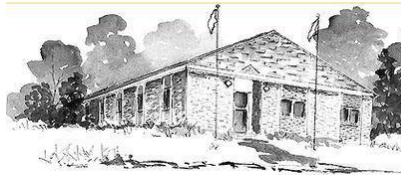


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



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 at 3:30 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. Additions, deletions, or changes to the agenda
3. Approve Minutes from the 1/16/2025 Library Meeting
4. Treasurer's Report
5. Library Director's Report
6. Old Business
 - a. Hazardous Mitigation Policy update
 - b. Outlets update
 - c. Bylaws Review – Action to Approve
 - d. Policy update from committee
 - e. Employee Review
 - f. Appreciation potluck
7. New Business
 - a. Library hours on Snow Days
 - b. Retroactive pays for raises
8. Executive Session
9. Plan Next Meeting Agenda
10. 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.)

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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
Thursday, January 16, 2025 4:00pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Bob Giroux, Sara Walker & Deb Mann
Staff Present: Bridget Stone
Guests Present: Stacy Katon, Georgia Town Administrator

1. Call to order: 4:00pm
2. Additions, Deletions, or changes to the Agenda
 - K. Caspers asked to add Stacy Katon's visit to the top of the meeting.
 - D. Mann asked to move 7(b): Employee Review into Executive Session.
3. S. Katon made the introduction of everyone on the GPL Board of Trustees. She explained archiving of Zoom videos, spoke a little on policies and her duties as new Town administrator.
4. Approve the minutes
 - Discussion among the Trustees regarding how the changes of the minutes should be reflected in the minutes.
 - **12/18/2024 Library Trustee Meeting Minutes** Approved with changes to minutes language regarding leave; the reason for the 12/19/2024 meeting between B. Stone and R. Giroux was changed for clarification; and deleted "draft" language for clarity on the vulnerable persons policy. S. Walker made the motion, T. Cleveland seconded, all in favor.
5. Treasurer's Report
 - B. Giroux provided handouts, including the Financial Report for 1/1/24-12/17/24; the GPL 12/31/24 Financial Report; notes on budget, expense variances and percentage of variance; and the 2025 GPL Proposed Budget.
 - Discussion surrounded the approximate \$4,680 the library did not spend in 2024.
 - It is difficult to account for library grants that span multiple years.
 - Question about the FICA taxes and the Town's accounting for grant income and expenses, T. Cleveland will reach out to the Town, request to meet with S. Katon and Treasurer Lori Hobart.
6. Library Director's Report
 - B. Stone reported the book order from 11/20/2024 finally arrived at the library the week of 1/6/2025 after a nationwide delay.
 - Many thanks to the high school volunteer who completed her community service hours with the GPL. She did a great job and the library is very appreciative.
 - GPL will cancel the Hoopla program on 1/31/2025. The library will advertise the news to the community. This decision was not made lightly, but the costs of Hoopla was balanced against the GPL's draft 2025 budget for books.
 - S. Stone is currently working on the State Data Report that is due 1/27/2025.

- B. Stone will reinstate the monthly staff meeting, potentially the first Friday of every month. The library will be closed during this time for lunch and training.
- Teen book club is going well, Megan has seen a lot of participation in the monthly meetings.
- A new program, “Crafternoons”, will start shortly. This will be a weekly program on Wednesdays at 3:30pm for participants 8 years and older to craft.
- A new carbon monoxide detector was installed in the library after the old unit failed. Many thanks to the road crew for replacing this and a broken door handle.

7. Old Business

- (a) Hazardous Mitigation Policy: The Town of Georgia has a “Hazard Communications” policy that is under review.
- (b) Outlets: A contractor visited the library to upgrade approximately 30 new outlets. Work on this project will begin in a few months.
- (c) ADA Feasibility Study: D. Mann has been working to compile a list of areas in need of examination for ADA compliance, including the building as well as the website.
- (d) Bylaws Review: K. Caspers presented an update to 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. K. Caspers will make this change to the Bylaws and have a copy to the Board for next meeting.

8. New Business

- (a) Policy Review/Updating
 - K. Caspers provided handouts of information and explained the need for reviewing the GPL policies, which have not been updated since May, 2016.
 - In addition to changes to the Town of Georgia policies, State legislation has changed, making updating the policies necessary (See Act 150).
 - Discussion was had on the old Vulnerable Persons Policy and the policy that was passed by the Trustees in September, 2023.
 - T. Cleveland appointed D. Mann and K. Caspers to a Policy Updating Committee, to work with the library director on a schedule of policy changes.
- (b) Employee Review
 - (Moved to Executive Session)
- (c) New Book Drop: The Trustees authorized B. Stone to order the new outdoor book drop. There was a question on funds available to include the unit and installation. T. Cleveland will ask L. Hobart about Capital fees and Impact fees to cover the cost.
- (d) Appreciation Potluck: Rescheduled to March 19, 2025, time TBD. The Board will make more plans for this event at the next meeting.

9. Executive Session

- T. Cleveland performed an Employee Review with the Library Director. There was a question on policies and procedures for the review.
- This discussion was tabled for discussion at the next meeting.

10. Plan Next Meeting:

- February 20, 2025 at 4pm at the Georgia Public Library. Agenda items will include: Bylaws, Employee review (Executive Session), an update from the policies committee, as well as follow-up with action items outlined in these minutes.

11. Adjourn

- R. Giroux made a motion to adjourn at 6:28 p.m. All in favor.

02/13/25
02:58 pm

Town of Georgia, Vermont General Ledger
Detail Transactions Report
Period 1 Jan to Period 1 Jan

Section 4. Item #A.
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GeorgiaTreasurer

		Last Year				Unexpended		
Account: 1-7-05-70-10.00		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Library Salaries		0.00	0.00	0.00	10,338.51	(10,338.51)		
		** Over Budget **						
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

01/02/25	XX01 Library Salaries	PR01/02/2025					1546.85	
01/09/25	XX01 Library Salaries	PR01/09/2025					1306.52	
01/16/25	XX01 Library Salaries	PR01/16/2025					2026.36	
01/23/25	XX01 Library Salaries	PR01/23/2025					1805.68	
01/30/25	XX01 Library Salaries	PR01/30/2025					1823.04	
			-----	-----	-----	-----	-----	-----
Transaction Totals			0.00	0.00	0.00	0.00	8508.45	0.00
			-----	-----	-----	-----	-----	-----
Account Totals			0.00		0.00		8508.45	
			=====		=====		=====	

		Last Year				Unexpended		
Account:	1-7-05-70-11.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance		

Description: Library Social Security		0.00	0.00	0.00	756.57	(756.57)		
		** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

01/02/25	XX01 Library Social Security	PR01/02/2025					112.58	
01/09/25	XX01 Library Social Security	PR01/09/2025					92.75	
01/16/25	XX01 Library Social Security	PR01/16/2025					150.20	
01/23/25	XX01 Library Social Security	PR01/23/2025					132.58	
01/30/25	XX01 Library Social Security	PR01/30/2025					133.95	
			-----	-----	-----	-----	-----	-----
Transaction Totals			0.00	0.00	0.00	0.00	622.06	0.00
			-----	-----	-----	-----	-----	-----
Account Totals			0.00		0.00		622.06	
			=====		=====		=====	

		Last Year				Unexpended		
Account:	1-7-05-70-12.00	Unused Budget	Budget		Encumbrance	YTD Posting	Balance	

Description: Library Retirement		0.00	0.00		0.00	644.76	(644.76)	
		** Over Budget **						
			Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
Date	From Description	Reference	Debit	Credit	Debit	Credit	Debit	Credit

01/02/25	XX01 Library Retirement	PR01/02/2025					107.46	
01/09/25	XX01 Library Retirement	PR01/09/2025					107.46	
01/16/25	XX01 Library Retirement	PR01/16/2025					107.46	
01/23/25	XX01 Library Retirement	PR01/23/2025					107.46	

02/13/25
02:58 pm

Town of Georgia, Vermont General Ledger
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GeorgiaTreasurer

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

Account:	1-7-05-70-12.00							
01/30/25	XX01 Library Retirement	PR01/30/2025					107.46	

	Transaction Totals		0.00	0.00	0.00	0.00	537.30	0.00

	Account Totals		0.00		0.00		537.30	
=====								

Account:	1-7-05-70-14.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	Library Health Insurance	0.00	0.00	0.00	4,210.02	(4,210.02)

** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

01/01/25	GL01 reclass prepaid expenses	GJ# 20250059					2105.01	
01/13/25	AP01 Ck:4100:BLUE CROSS & BLUE Batch 285						2105.01	

	Transaction Totals		0.00	0.00	0.00	0.00	4210.02	0.00

	Account Totals		0.00		0.00		4210.02	
=====								

Account:	1-7-05-70-14.05	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	Library HRA Funding	0.00	0.00	0.00	100.14	(100.14)

** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

01/29/25	GL01 BCBS HRA ACH	GJ# 20250050					33.55	
01/31/25	GL01 BCBS HRA ACH	GJ# 20250047					50.00	
01/31/25	GL01 BCBS HRA ACH	GJ# 20250047					16.59	

	Transaction Totals		0.00	0.00	0.00	0.00	100.14	0.00

	Account Totals		0.00		0.00		100.14	
=====								

Account:	1-7-05-70-16.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	Library Dental Insurance	0.00	0.00	0.00	48.80	(48.80)

** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

02/13/25
02:58 pm

Town of Georgia, Vermont General Ledger
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Section 4. Item #A.

GeorgiaTreasurer

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/01/25	GL01 reclass prepaid expenses	GJ# 20250059					48.80	
	Transaction Totals		0.00	0.00	0.00	0.00	48.80	0.00
	Account Totals		0.00		0.00		48.80	

Account:	1-7-05-70-22.35	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Library Online/Electronic	0.00	0.00	0.00	100.00	(100.00)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/27/25	AP01 Ck:4129:GREEN MOUNTAIN LI Batch 285						100.00	
	Transaction Totals		0.00	0.00	0.00	0.00	100.00	0.00
	Account Totals		0.00		0.00		100.00	

02/13/25
02:56 pm

Town of Georgia, Vermont General Ledger
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Section 4. Item #A.

GeorgiaTreasurer

			Last Year						Uncollected
Account: 1-6-00-20-00.91			Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Library Revenue			0.00	0.00	0.00	516.92	(516.92)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit	
01/14/25	CR01 ClassACR Amt	Batch 486							500.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00		500.00
Account Totals			0.00		0.00				500.00
=====									

02/13/25
03:00 pm

Town of Georgia, Vermont General Ledger
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Section 4. Item #A.

GeorgiaTreasurer

Account:	2-6-05-70-00.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Library Grant Revenue	0.00	0.00	0.00	1,994.25	(1,994.25)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/14/25	CR01 ClassACR Amt	Batch 486						1994.25
	Transaction Totals		0.00	0.00	0.00	0.00	0.00	1994.25
	Account Totals		0.00		0.00			1994.25

Account:	2-7-05-70-52.24	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	NCSS Pre-School Grant	0.00	0.00	0.00	252.75	(252.75)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/06/25	GL01 Oriental Trading for NCSS GJ# 20250053						252.75	
	Transaction Totals		0.00	0.00	0.00	0.00	252.75	0.00
	Account Totals		0.00		0.00		252.75	

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.

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

4 - Social Media Policies

4.1 Purpose

The Georgia Public Library utilizes social media tools to promote and communicate library services and collections, disseminate information about the Library, and create a space for community interaction and discussion.

4.2 Definition

“Social Media” is defined as any web-based platform that allows for sharing information. This includes, but is not limited to, social networking sites, blogs, media sharing sites, message boards and forums, and wikis. Examples of social media sites include: Facebook, Instagram, X, LinkedIn, YouTube, and WordPress.

4.3 Privacy Policy

The Library does not collect, maintain, or utilize user information (name, date of birth, contact information, etc.) available from third-party social media sites, unless users grant permission for the Library to do so. However, users should have no expectation of privacy when publishing content on library-sponsored social media sites. By publishing content on these sites, users consent to the Library’s right to access, monitor, and share this content. Users should be aware that third party websites have their own privacy policies and should utilize those sites at their own discretion.

4.4 Usage Rules

4.4.1 Public Users

Interactions with users by way of comments, posts, and messages are welcome and encouraged on the Library's social networking sites. All interactions will be regularly reviewed for content and relevancy. User input that includes any of the following will be removed and the user will be barred at the discretion of the Library Director from subsequent social media activity:

- Personal attacks, insults or threatening language
- Obscene, sexist, or racist content
- Potentially libelous statements
- Falsification of identity
- Plagiarized or copy-written material
- Private or personal information published without consent

- Irrelevant content
- Commercial promotions or spam
- Organized political activity

The Library reserves the right to edit a published material for space or content, while retaining the intent of the original post, and reserves the right to reproduce it in other public venues, such as a brochure, newspaper, or the Library's website. Identifying information will be removed unless prior approval is granted by the user. By publishing content on library-sponsored social media sites, users agree to indemnify the Library of liabilities, judgments, and damages.

4.4.2 Staff

Social media accounts for the Library are administered by the Library Director. The Library Director will organize and maintain account credentials and create social media profiles in compliance with the Georgia Public Library Social Media Policy. As new social media platforms and/or tools emerge, they will be reviewed by the Library Director for inclusion on a case by case basis.

Library staff should consider the American Library Association Code of Ethics when using social media. Interactions on social media must protect confidential information with privacy laws and respect copyright and other legal rights. Library staff must adhere to the same usage rules as outlined for the public above. Staff members contributing to library social media should remember that they are representing the Library when publishing content.

The Georgia Public Library respects the right of library staff to engage in social media activity for personal use. However, it is important that personal use of these sites does not damage the Library's reputation, its employees, or its patrons and community members. Library staff should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The Library strongly encourages all employees to carefully review the privacy settings on any social media sites they use and exercise care and good judgment when publishing content on such sites.

When using social media sites, employees may not include minors from the community in their online connections (friends, followers, or any other terminology used by social media sites). As well, employees may not interact (message, chat, etc.) with minors from the community via personal social media sites. However, in the case of familial connections, these types of behaviors are permitted. See also the Town of Georgia Social Media Policy.

3. Library Procedures

3.1 Issuing Library Cards

Library facilities are available free of charge to residents Georgia. Refer to General Policies, Section 1.2.

3.1.1 Proof of Address

Patrons wishing to obtain a library card must present two (2) forms of proof of current mailing address, one (1) of which must have a street address; photo ID preferred. The following items are examples of proper proof of address: driver's license, State issued ID, mail sent to patron through US Postal system, receipt of any kind with address printed on it, credit or debit card, or any additional item at the discretion of the librarian. See also 1.6.5, Circulation Policies.

3.2 Patron Records

3.2.1 Confidentiality

Refer to policy on Confidentiality of Records, Section 1.11.

Patron records are maintained on the staff computer.

3.2.2 Personal Information

Personal information collected in the course of patronship will only be used in the Library by staff.

Personal information, including phone numbers and email addresses, will be used for the sole purposes of:

- Sending account summaries, including the titles and due dates of items out;
- Contacting patrons with overdue and hold notices; and
- Distributing correspondence, such as monthly newsletters, should the Library institute such manners of correspondence.

3.2.3 Borrowing History

Titles currently on loan are only available to the patron whose name is on the account. See 1.11, Policy on Confidentiality of records.

3.3 Complaints

All complaints should be directed to library staff verbally or in writing. If the complaint is not resolved, please reach out to the Library Director then Library Board of Trustees, in that order.

If the complaint is related to collection development, the “Citizen's Request for Reconsideration” form shall be provided.

The Library Director is to notify the Board of Trustees of all complaints.

3.4 Building Maintenance

Georgia Public Library is a Town of Georgia building, on Town of Georgia property; and as such, maintenance shall be provided by the town.