



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, September 16, 2026 at 6:30 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. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT (For items not on agenda)**
4. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
5. **APPROVAL OF MINUTES**
 - [A.](#) Georgia Public Library Trustee Meeting Minutes August 19, 2026
6. **TREASURER REPORT**
 - A. Budget Report
 - B. Grants Update
7. **LIBRARY OPERATIONS REPORT**
 - A. August/September Update on Programs, Facilities, Personnel
8. **NEW BUSINESS**
 - [A.](#) Friends of the Library Memorandum of Understanding Draft
 - [B.](#) GPL Capital Improvements- Painting & Floors - Action to Approve
 - C. Adding Hoopla Back to GPL Digital Services
 - D. Staff Trainings - CPR/ Deescalation
 - [E.](#) Holiday Hours Discussion
 - F. Policy Update Discussion
9. **OLD BUSINESS**
 - A. Fall Fest Recap

B. GPL Revitalization Update

10. PLAN NEXT MEETING

October 21, 2026

11. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires majority 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.)

12. ADJOURN

Posted to the Town website, four designated places within the Town of Georgia (Georgia Public Library, Georgia Elementary & Middle School, Maplefields & Georgia Market).

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com



GEORGIA VERMONT

Georgia Public Library Trustee Meeting Wednesday, August 19, 2026 at 6:00 PM Georgia Public Library Community Room Minutes

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 6:01PM

TRUSTEES PRESENT

Chair Heather Dunsmore, Vice Chair Sarah Savich, Secretary Kollene Caspers, Member at Large Julia Harvey

STAFF PRESENT

Mindy Grange

PUBLIC PRESENT

Kellie Bosenberg, Anna Ebert, Ben Ebert, Natasha Halverson, Debbie Mann

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT (For items not on agenda)

4. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

5. APPROVAL OF MINUTES

- A. GPLT Meeting Minutes June 17, 2026 (tabled from 7/22/26 meeting)
Motion to approve minutes with changes to M. Grange taking over in her current role.
Motion made by K. Caspers, Seconded by S. Savich
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey
- B. Georgia Public Library Trustee Meeting Minutes July 22, 2026
Motion to approve minutes with changes to the amount of the United Way grant and addition of IT network information.
Motion made by K. Caspers, Seconded by J. Harvey
Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey

6. TREASURER REPORT

A. Budget Report

- Trustees discussed the budget information provided in the meeting packet.

B. Grants Update

- Both the Courier Grant and the Summer Reading Program Grant have been completed. M. Grange is working with NCSS on best uses for the grant in the 2026-2027 fiscal year.

C. 2025-2030 Capital Funds Discussion

- Potential improvements in anticipation of using the library's Capital Funds include interior painting, stripping and waxing the floors and the purchase and installation of a new circulation desk that will accommodate more than one staff member.
- The Trustees discussed available funding, which projects might be accomplished in 2026 and 2027, and approaching the Selectboard for further discussion.
- J. Harvey will reach out to the company to ask how long the bid for the floors is valid.
- K. Caspers will reach out to the Town Administrator and Public Works Director to ask about the process for obtaining bids for the interior painting project.

7. LIBRARY OPERATIONS REPORT

M. Grange provided a detailed report on library operations which is included in the meeting packet.

A. Programs

- The Summer Reading Program was very successful this year. The Trustees thanked GPL staff for their time and hard work, as well as the volunteers and Friends of the Library group for the many ways they engaged with and supported this popular program.

B. Personnel

- M. Grange returned to her role at GPL, and Autumn has increased her capacity from substitute staff member to Library Assistant.
- GPL is currently advertising for a Junior Librarian to work a few hours a week with the staff and learn the nuances of running a library. Applications for individuals 15 and over are due on September 6th with an anticipated start date of October 1st.

C. Facilities

- In addition to the capital improvements discussed in 6(C), GPL Trustees and Staff are working to move the public computers to the front of the library, relocate the children's toys, reconfigure the bookcases, overhaul the IT system and create a larger dedicated Teen space.
- There was discussion about the management of GPL's audiobook and CD collection. Data provided indicated that both collections were not well utilized compared with the amount of shelving space they required. In light of that information, together with the availability of Inter-Library Loan (ILL) and digital resources such as Libby and Palace Project for audiobooks and music, the Trustees approved staff weeding the collection.

8. NEW BUSINESS

A. Girl Scout Gold Project

- A. Ebert introduced her Girl Scout Gold Award project to the Trustees for approval. The project includes a fairy garden and truck play area on pea gravel. Trustees discussed potential locations for the project in front of the library.

Motion to approve A. Ebert's Girl Scout Gold Fairy Garden project for installation at the Georgia Public Library.

Motion made by S. Savich, Seconded by J. Harvey

Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey

- Ebert will return before the Board of Trustees to narrow the scope of the project once she has received approval from the Girl Scout Council.

B. Friends of the Library Update

- N. Halverson gave an update on behalf of the Friends of the Library and shared survey results from the Summer Reading Program. 18 responses were received, with the majority citing a positive experience for reading and programming. Bingo was enjoyed by all, and there is discussion for more bingo opportunities throughout the year.
- A volunteer appreciation event is scheduled for September 18th.

C. Digital Services - Biblio+, Hoopla, etc. Discussion

- GPL will not be renewing the online television and movie programming service Biblio+, which has served patrons for two years. Only 38 patrons utilized the service, which did not warrant the amount it cost the library.
- The Trustees discussed adding Hoopla back into the digital collection. M. Grange will get more information on costs and packages for the next regular Trustee meeting.

D. GPL Hours Extension - Schedule Discussion

- Trustees went through the costs and availability of staff for three different scenarios for changing GPL hours. Staff availability and budget were weighed together with more access for patrons and the safety and well-being of the high school students who are picked up/dropped off at the library.
- Additional discussion on personnel will be addressed in Executive Session.

E. Discussion on Placement of the Old Copier

- The Town of Georgia would like to pay the buy-out price of \$600 for GPL's old copier. It would cost the GPL \$650 to ship the copier back. In return the Town of Georgia has offered to give the GPL a smaller printer for public use.
- M. Grange stated she had discovered a printer in a cabinet that may work for the area. She will work with the IT company to provide the best option to our patrons.

Motion to approve the Town of Georgia to take possession of and pay off the old GPL copier.

Motion made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey

F. Board of Trustee Vacancy

- D. Mann was present to address the Trustees for her candidacy as Trustee for the vacant position. D. Mann served as GPL Trustee at Large in 2024-2025 and as Vice Chair 2025-2026. She was instrumental in updating the SMS information for the library, served on the policy committee and on the Library Revitalization committee. Her research and knowledge of ADA compliant standards has been helpful as the GPL makes plans for renovations. D. Mann also discussed the potential for creating a schedule for a building maintenance plan.
- The Trustees will deliberate her candidacy in Executive Session.

9. OLD BUSINESS

A. GCEC Fall Fest Collaboration for the 250th Celebration

- The GPL will have a table at Fall Fest on September 12th and will be offering a button craft and signing Georgia community members up for library cards. Patrons wishing to

obtain a library card must present two (2) forms of identification with their current mailing address, one of which is a photo ID, such as a driver's license or student ID.

B. ADA Renovation Update

- No updates from the Town of Georgia.

10. PLAN NEXT MEETING

September 16, 2026

11. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires majority vote)

A. Personnel

Chair Dunsmore 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 enter into Executive Session made by J. Harvey, Seconded by K. Caspers

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

Chair Dunsmore moves that we enter into executive session to discuss Personnel with the Trustees and M. Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes at 8:10pm. Seconded by K. Caspers.

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

Motion to exit from Executive Session at 9:41 pm made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

Action out of Executive Session:

Motion to appoint J. Harvey as Georgia Public Library Board of Trustees Treasurer.

Motion made by K. Caspers, Seconded by S. Savich

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

Motion to appoint D. Mann as Georgia Public Library Board of Trustees Member at Large, taking over the remainder of the 2nd year of a 3-year term until Town Meeting Day 2027.

Motion made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

Motion to approve M. Grange as Georgia Public Library's Library Director at an hourly rate of \$25/hr with a rate reevaluation after Certificate of Public Librarianship is received.

Motion made by K. Caspers, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

Motion to approve the change in Georgia Public Library's hours starting Monday, September 14th, increasing to 47 hours per week. The new hours will be: Monday 10am-6pm, Tuesday 10am-6pm, Wednesday 10am-8pm, Thursday 10am-6pm, Friday 10am-6pm & Saturday 10am-3pm

Motion made by H. Dunsmore, Seconded by J. Harvey

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, J. Harvey

12. ADJOURN

Motion to adjourn at 9:44PM

Motion made by S. Savich, Seconded by J. Harvey

Voting Yea: Chair Dunsmore, S. Savich, K. Caspers, J. Harvey

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

DRAFT

MEMORANDUM OF UNDERSTANDING

Community Friends of the Georgia Public Library

and the Georgia Public Library

June 27th, 2026

The following will constitute an operating agreement between the Community Friends of the Georgia Public Library (“the Friends”) and the Georgia Public Library (“the Library”). It will stand until and unless it is modified by mutual agreement of the Friends Executive Board and the Georgia Public Library administration. The Friends’ mission is to raise money and public awareness in the community to support the services and programs of the Library. As a nonprofit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library Agrees To:

- Include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.
- Share the Library’s strategic initiatives and discuss with the Friends how their resources (financial, physical support, and community advocacy) can help advance them.
- Supply the Friends with a “wish list” that indicates the anticipated financial support, physical support, and community advocacy needs of the Library.
- Provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.
- Provide public space for Friends membership brochures and promotional materials and to collect/store money on behalf of the Friends if necessary.
- Provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends Agree To:

- Publicly support the Library and its policies.
- Include a member from the Library’s administration as a non-voting presence at all Friends’ meetings and to allow room on the agenda for a Library report.
- Make every effort to have a representative of the Friends attend the Board of Trustees meetings and provide monthly updates of activity.
- Ensure that all money raised will be spent exclusively for Library programs, services, other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Funds received by the Friends shall supplement and not supplant public funding.

- Acknowledge that the Library administration has the final say in accepting or declining any and all gifts made to the Library.
- Engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.
- **Maintain accurate financial records and make them available to the Library Director upon request.**
- Agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future. In that event, any remaining funds after settling outstanding debts shall be donated to the Georgia Public Library.

Modifications

This MOU may be modified at any time by mutual written agreement of the Friends Executive Board and the Library administration. Either party may request a review of this MOU at any time.

Quote

Date	Quote #
8/16/2026	1289

Name / Address
Georgia Town Clerks Rte 7 St. Albans, VT 05478

Rep	Project

Description		Qty	Total
Stripping and waxing complete Georgia Library materials and labor included			3,238.25
Thank you for your quoting needs. Phone #		E-mail	Total \$3,238.25

Phone #
802-868-4585

E-mail
vonnice@abovepar.org

Rick Pilbin

Triple P Painting
296 St. Albans Rd
Swanton, Vermont 05488

No.

Section 8. Item #B.

DATE

9-2-2026

ORDER NO.

802-868-7113 or 802-309-8038

NAME

Georgie Public Library

ADDRESS

1697 Ethan Allen Hwy,

CITY, STATE, ZIP

Swanton VT 05454

SOLD BY

☐ CASH

☐ C.O.D.

☐ PAID OUT

☐ CHARGE

☐ MERCHANDISE RETURNED

Interior
 painting

QUANTITY	DESCRIPTION	PRICE	AMOUNT
A	Estimate For interior paint job For Georgie Library		
B	3,000 sq ft of walls to be painted, and light repair work on walls cut in twice and roller twice with paint finish.		
C	Total price for project	\$4000.00	
	priming - add	\$500.00	
	Grand total		4000.00

SIGNATURE

adams
 NC2581

ALL CLAIMS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS BILL.

01-11

TRIPLE P PAINTING

25 Years Experience

RICKY L PILBIN

OWNER

296 St. Albans Road

Swanton, VT 05488

Home: 802-868-7113

802-309-8038

Brick & Block

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And Staining.

Epoxy Floors

Specializes in Stairwells

Also Pressure Washing

FULLY INSURED

Chimneys

Sealed Concrete Floors





Green Mountain Painters
45 Krupp Drive Unit B
Williston, VT 05495
802.825.1578

Mitchell Aube
Sales & Service Manager
802.825.1578
mitchell@vtpainters.com

Esti Section 8. Item #B.

Contact	Job Address	Estimate ID	Date
Doug Bergstrom Town of Georgia VT administrator@townofgeorgia.com 802.528.5889 802.524.3524	Town of Georgia - Library 1697 Ethan Allen Hwy Georgia, Vermont 05478	3790	Sep 3, 2026 Expires Oct 31, 2026

Item \$

Project Overview

- Includes repainting the walls and trim of the main library area and the vestibule.

NOTE: All general specifications on this page are superseded by specific notes or specifications within PhotoSpecs.

Project Assumptions/Clarifications/Requirements

- Drywall repairs are included in the estimated price below.
- Closet interiors, doors, spindles, vanities, cabinetry and built-in shelving are all excluded from the estimated price below unless specifically noted in the room description.
- It is assumed that the in-scope walls will be clear of any wall hangings and furniture and be pulled away from the wall to allow proper access.
- All colors will need to be determined by the client prior to the project beginning.
- No paint work is
- A change order will need to be made to account for changes to the quoted specifications below.

Access Requirements:

- It is assumed that areas where work is being done can be partitioned off to keep library patrons out of the work zone.
- The vestibule will be painted prior to the library opening to keep library patrons from walking through the active work zone.
- Work will begin as early in the day as is reasonable to try to be done before local schools let out.

Primary Library Space

- The sections of mural will be sanded to knock down some of the brush-mark texture.
- Variation will likely remain as resurfacing the mural wall is not included.
- The mural sections will be primed prior to painting.
- The casement window sashes will be painted in the closed position.
- The casement window sashes will be painted an accent trim color or to match the wall. This will need to be determined by the library staff.
- The door casings are an accent trim color. It is the library staff's responsibility to determine the color and provide the paint.

Walls (2 Coats), Prime Coat on Walls, Trim (2 Coats)

Vestibule

Walls (2 Coats), Ceiling (2 Coats), Trim (2 Coats)

Materials

- Paint - Standard Premium Grade Paint NOT INCLUDED.
[BM Regal Select, BM Scuff-X, SW Emerald, or Price-Equivalents]
- Primer - Standard Premium Grade Acrylic Primer INCLUDED.
[BM Fresh Start, Zinsser 1-2-3, SW Multi-Purpose, Or Price-Equivalents]
- Drywall Primer - Standard Premium Grade Acrylic Primer INCLUDED.
[BM Drywall Primer 360, Or Price-Equivalents]

Materials Disclaimer

- It was expressed by the library staff that the paint is being donated to the library.
- This quote does not include any paint but includes additional materials that are required. The included materials include but are not limited to:
 - Primer
 - Spackle
 - Masking materials
 - Caulking
- It is assumed the library staff will supply enough paint for the in-scope walls, trim and small sections of ceiling.
- Any delay to the project caused by a shortage of paint will be billed at an hourly rate in addition to the quoted painting cost below.
- **The library should ensure they have enough paint PRIOR to the project beginning to avoid project delays and cost increases.**

Total \$5,929.00

Options

These items are optional additions and are not included in the total. To add items to your estimate, just click +Add Option.

Item \$

Additional Painting

Hourly Rate : \$85/HR | Materials Billed at Cost

[+ Add option](#)

**** All requested additional painting work outside of the scope described in the PhotoSpecs are billed IN ADDITION to quoted project prices.**

- Any other use that may compromise the integrity of the Town and its business in any way.

15.7 Nothing in this policy will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment.

16. Public Records

16.1 Any written or recorded information that is produced or acquired by a Town employee during Town business is a public record, subject to Vermont's Public Records Act and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records. Although the Town discourages the use of personal computers, devices, or accounts to conduct Town business (see Section 16, above), the use of a personal computer, device, or account does not prevent an otherwise public record from being subject to public inspection and copying. In the uncommon event that an employee uses their personal computer, device, or account to conduct Town business, the record created, sent, or received should be forwarded by the employee to the employee's Town computer system, or otherwise captured and retained as a Town record. All employees are required to respond in the manner prescribed by Vermont's Public Records Act regardless of where a Town public record may be stored. All employees must provide any public records stored in their personal computers, devices, or accounts that are responsive to a public records request.

17. Eligibility for Benefits

- 17.1 Subject to the eligibility requirements of the insurance carriers, the Town offers group insurance and other benefit programs to its eligible full-time employees. Details about those benefits are available to employees at any time.
- 17.2 This Personnel Policy is not contractual in nature and does not guarantee any continuance of insurance benefits. The Town reserves the right to change insurance carriers, or to add, delete or amend insurance or other benefit programs in its sole discretion. The Town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. The Town will endeavor to provide employees with advance notice of any change in the contribution rate.

18. Holiday Leave

18.1 Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Jr.'s Birthday (3rd Monday in January)*
- Presidents Day (3rd Monday in February)
- Town Meeting Day (1st Tuesday in March)* Public Works/Highway Dept Only
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Juneteenth National Independence Day: June 19
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day (second Monday in October)*
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

18.2 Employees will receive holiday leave pay equal to the number of hours in the employee's regular workday on which the holiday falls, at the employee's regular rate of pay. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

18.3 Holidays falling on a Saturday will be observed the preceding Friday unless Saturday is a regularly scheduled workday. Holidays falling on a Sunday will be observed the following Monday, unless Sunday is a regularly scheduled workday.

18.4 Holidays that fall during an employee's vacation leave will not be counted as vacation leave.

18.5 Holidays marked *may be used as a floating holiday and may be used with the prior authorization of the employee's department head.

18.6 Employees will have half a day (1/2) before Christmas and half a day (1/2) before New Year's Day, if falling on a normally scheduled workday.

19. Vacation Leave

19.1 Full-time employees only.

19.2 Vacation leave accrual begins on the date of hire on a Per Pay Period basis. Probationary employees accrue vacation time but may not use it during the employee's probationary period. An increase in the annual rate of accrual of vacation leave will occur on the anniversary of the date of hire.

19.3 Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Leave must be taken in a minimum of half-hour increments.

19.4 Employees are strongly encouraged to take an annual vacation.