

Georgia Public Library
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Library Trustees
Ben Ebert, Chair
Deb Woodward, Vice Chair
Sara Walker, Secretary
Bob Giroux, Treasurer
Margot Vanscoy, At Large

Georgia Public Library Trustee Meeting
Tuesday, September 12th, 2023 6:00 - 8:00 pm
Location: Georgia Public Library
Minutes – Unapproved

Attendance: Ben Ebert, Sara Walker, Bob Giroux, Margot Vanscoy, Bridget Stone, Shannon Jenkins

1. Call to order: 6:03
2. Opportunity to add or remove items
3. Public Appearances:
4. Secretary's Report: Attendance taken and minutes from previous meeting review and approval
 - a. Bob moves to accept with noted changes, Sara seconds, all approve.
5. Treasurer's Report:
 - a. Budget status
 - i. Presentation of budget status sheet distributed at September 6th budget meeting. Numerous significant inconsistencies. These have been elaborated repeatedly in meetings and in writing. Presentation of exemplar budget status sheet from 5/31/23 which has also been shared with Selectboard and Treasurer. Concern that we are 3/4 through the year without accurate accounting.
 - ii. Town treasurer will be given training in NEMRC. Unsure of the timeline of this and when we can expect the library budget to be on track.
 - b. Budget meeting results
 - i. On September 6th Bridget and Bob attended a budget meeting. Another budget meeting is coming up on September 20th. As noted in the meeting on 9/6, Bob will be unavailable on this date. Library budget plan was requested for the upcoming meeting, however, it will be difficult to provide meaningful information without the proper accounting YTD.
 - ii. We are looking forward to working with the town to get the budget back on track so we can continue to provide grant revenue for services to the town.
6. Library Director's Report:
 - a. SRP stats
 - i. Over 750 books reported read by Georgia kiddos!
 - ii. Terry Cleavland worked with kids to write a book. Many thanks for donating the first publication of this book!
 - iii. Circulation, library attendance, and program attendance are all up significantly from last year.
 - b. Facilities
 - i. Green Mountain Geek invoice – Necessary maintenance to the computer system. Bob moves, Margot seconds, all approved
 - ii. Capital projects requested at the last budget meeting, provided to Todd by Bridget.

- iii. MOU with the town should be readdressed and adopted
 - c. Personnel
 - i. Short 9 staff hours weekly due to scheduling. Unsure where we stand in the yearly budget – how to move forward with adequate staffing? Discussion continued in Executive Session.
- 7. Old (unfinished) Business:
- 8. New Business:
 - a. Vulnerable Person Policy – edits made for clarification, will vote on changes at our next meeting.
- 9. Executive Session, Vacation/Sick time reconciliation: A public body may only enter executive session upon a majority vote on a motion made in an open meeting that indicates the reason for going into executive session.¹
 - a. Bob moved we go into executive session at 7:12, with Shannon in attendance. Sara moved we come out of executive session at 7:51, Margot seconds.
 - b. Actions coming out of Executive Session
 - i. Until we have a better handle on where the budget stands, Bridget will cover hours with subs as needed.
 - ii. The Board of Trustees will send a memo to the Selectboard regarding the request for the Library Director to reimburse the town for insurance funds.
 - iii. Vacation time correction – As per our meeting on January 9, 2023, the Library Director receives three (3) weeks of paid vacation time per year beginning January 1, 2023
- 10. Public Comment:
- 11. Concerns for the Selectboard: (NONE or list concerns)
- 12. Confirm date of next meeting: October 25, 2023, 6pm
- 13. Adjourn: Sara moves we adjourn at 8:00

¹ The only permissible reasons for going into executive session are set forth in 1 V.S.A. § 313. One category, requires the public body to make a specific finding that “premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage” prior to considering one of the following in executive session: contracts; labor relations agreements with employees; arbitration or mediation; grievances, other than tax grievances; pending or probable civil litigation or a prosecution, to which the public body is or may be a party; or confidential attorney-client communications made for the purpose of providing professional legal services to the body. Other things a public body may consider in executive session are: The negotiating or securing of real estate purchase or lease options; The appointment or employment or evaluation of a public officer or employee, provided that the public body makes its final decision to hire or appoint a public officer or employee in an open meeting and must explain the reasons for its final decision during the open meeting; A disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought; A clear and imminent peril to the public safety; Discussion or consideration of records or documents that are not public documents under the access to public records act. However, when the board discusses or considers the excepted record or document it may not also discuss the general subject to which the record pertains; The academic records or suspension or discipline of students; Municipal or school security or emergency response measures, the disclosure of which could jeopardize public safety. <https://www.sec.state.vt.us/media/514454/A-GUIDE-TO-OPEN-MEETINGS.pdf>