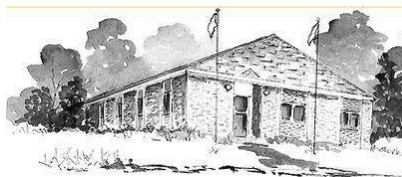


Georgia Public Library
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Library Trustees
Ben Ebert, Chair
Deb Woodward, Vice Chair
Sara Walker, Secretary
Bob Giroux, Treasurer
Cindy Rutkowski, At Large

Georgia Public Library Trustee Meeting
Thursday, November 17, 2022, 6:00 - 8:00 pm
Location: Georgia Public Library
MINUTES - UNAPPROVED

Attendance: Ben Ebert, Deb Woodward, Sara Walker, Bob Giroux, Cindy Rutkowski, Bridget Stone

1. Call to order: 6:04
2. Opportunity to add or remove items – N/A
3. Public Appearances: None scheduled
4. Secretary's Report: Attendance taken and minutes from October 17, 2022 review and approval
 - a. October 17th Meeting Minutes - Deb moved to accept the minutes as is, Cindy seconded, all approved
 - b. November 3rd Special Meeting Minutes - Cindy moved to accept minutes as is, Ben seconded, all approved
5. Treasurer's Report:
 - a. Review 10/31/22 Budget Status Report
 - i. We are 83% through this year, and have spent 81% of operating budget. Everything is on track regarding budget spending.
 - ii. Year-end purchases in process, Bridget is working with Bob to spend remaining budget.
 - iii. Impact fees – We currently have \$2500 in impact fees in our budget for book purchases. Our impact fee balance is \$6500, which needs to be incorporated into 2023
 - iv. Grants for 2021/2022: For 2021 and 2022 the library received \$18,000 in grant money. All grants are completed except for the Courier Priority Express Grant which spans from 10/1/22 – 9/30/2023
 - b. Review proposed 2023 GPL Budget
 - i. Bridget and Bob created and presented an initial draft of the 2023 Budget, that got limited review time at the Selectboard budget meeting on 10/27/22. We are eager to continue communications with the Selectboard.
 - ii. Missing pieces of information in order to finalize our budget. What are the insurance and pay increases for 2023?
 - iii. Bob would like to meet with Doug regarding invoices and purchasing orders.
 - c. Consider approval of Accounting and Budget Procedures Manual
 - i. Cindy moved that we accept the Accounting and Budget Procedures Manual as written, Deb seconded, all approved.
6. Library Director's Report:
 - a. Childcare center story time

- i. GNG asked us if we could do a monthly story time. There is question about the liability of an employee driving off site. Bridget will reach out to VLCT MAC for more information and guidance.
 - b. Facilities – Heating system, Mini split for community room
 - i. The library furnace has now been serviced. Thank you to Todd Cadieux for his assistance with the process.
 - ii. Jack’s HVAC will fix the mini split in the community room on 11/22
 - c. Security
 - i. Discussion of cameras on both inside and outside of the library. See 11. Concerns for the Selectboard
 - ii. Discussed the need for panic buttons.
 - iii. Discussed glass door for community room.
 - d. Unattended youth policy
 - i. Modification to unattended youth policy. Will review and approve at our next meeting.
 - e. Grants
 - i. Unfortunately, these are on hold for the time being, until we receive a commitment from the Selectboard regarding the library building.
 - ii. Discussion regarding a grant opportunity for the town as a whole: Vermont Council of Rural Development. Facilitates conversations to assist in creating a vision and goals for the future. Milton and Highgate recently had very positive results from this process.
 - f. HR
 - i. Staff question regarding sick time – All staff members should use the sick time that is available to them, if needed.
 - ii. The library director continues to have payroll issues regarding accrual of sick and vacation time. General consensus to have Bob and Bridget review accrual and usage for 2022 based on data from approved payroll submissions, and prepare and Memo to File to be signed by the Chair to be put on file at the Town Office for payroll moving forward.
- 7. Old (unfinished) Business:
 - a. MOU with town (Public Works, Selectboard)
 - i. Bridget will reach out to Todd Cadieux to collaborate on revising and resubmitting the MOU, in light of his new position and responsibilities.
- 8. New Business:
- 9. Executive Session, if necessary: A public body may only enter into executive session upon a majority vote on a motion made in an open meeting that indicates the reason for going into executive session.ⁱ
- 10. Public Comment:
- 11. Concerns for the Selectboard: (NONE or list concerns):
 - a. The GPL Board of Trustees strongly disagrees with putting security cameras inside the library. This is a violation of library policy and an erosion of civil liberties. However, we would request that panic buttons continue to be investigated.
- 12. Confirm date of next meeting: December 19, 2022 from 6:00-8:00 at GPL
- 13. Adjourn: Sara moved to adjourn 8:14

ⁱ 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>