

Georgia Public Library
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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, April 18, 2024 6:00 - 8:00 pm
Location: Georgia Public Library
MINUTES

Attendance: Kollene Caspers, Terry Cleveland, Bob Giroux, Deb Mann, Bridget Stone, Sara Walker
Public Present:

1. Call to order: 1:30
2. Additions, Deletions, or changes to the Agenda?
 - Add Pavilion incident on 4/12/2024
 - Move Summer Reading Program into Library Director's Report
3. Approve the minutes of the 3/13/24 Library Trustee Meeting
 - R. Giroux made a motion to accept all minutes with changes. S. Walker seconded the motion. Several changes were made to the Status of Grants and Library Director's Report. Motion carried.
4. Treasurer's Report
 - a. Budget
 - GPL 2024 Proposed Budget 4/18/24 handout provided to Trustees.
 - Library Budget was presented to the Georgia Selectboard by Library Director, Treasurer and Library Board Chair on 4/10/24.
 - \$17,000 given to the Georgia Public Library (GPL) to increase library outreach.
 - This budget ensures GPL is compliant with minimum standards for libraries in the State of Vermont.
 - If the Town of Georgia budget passes on 4/20/2024, the next Library Trustee Meeting will work on 2024 library budget.
5. Library Director's Report
 - a. Summer Reading Program
 - Partnering with Fairfax Library, as it will be temporarily housed down the street in Georgia. The Summer Reading program will start in mid-June. More information to be determined.
 - b. Responsibility Structure
 - The Library Director will work with the Treasurer on finance matters, and with the Board Chair for any matter needing immediate attention. The Board as a whole will be made aware when there are any matters and decisions for core operations of the GPL.
 - K. Caspers explained updated open Meeting Law policies, House Bill S.55 on authorizing public bodies to meet electronically under Vermont's Open Meeting Laws.
 - c. Pavilion Issue

- On Friday 4/12/24 two individuals were at the library pavilion with suspected but not observed drug paraphernalia. Georgia Director of Public Works, Library Director and Trustee Chair helped to clean up the pavilion. No camera is under the pavilion/roof.
- Discussion on whether a camera should be installed at the pavilion, as well as other potential library safety measures. Safety procedures are requested from the Town of Georgia, T. Cleveland will go to the next Selectboard meeting to discuss.

6. Impact Fees and Library Reserve Fund

- Impact Fees, Reserves, Repair Fund, Capital Plan handout provided to Trustees.
- GPL to request Reserve Funds, as there are the funds that go toward capital plans, such as a new sign for the library. A new sign will also be helpful to communicate news around town,
- Historically \$5,000 in reserve funds were disbursed to all Town departments, these stopped about two years ago. To date there is \$15,300 in reserve funds for future improvements, short of the funds needed for a new sign.
- Impact fees are related to the reserve fund.

(Sara Walker left the meeting at 2:45 p.m.)

7. MSDS Report on progress- Deb Mann

- Hazard Communication Program Handout provided to Trustees.
- D. Mann has binder of Hazardous materials. This must be updated often for the safety of the GPL patrons, employees and visitors. These include cleaning and art supplies, as well as hand and dish soaps, etc.
- Library Trustees will look over the drafts in the handout and revisit this topic in a meeting in the near future.
- Our thanks to D. Mann for taking on this daunting task.

8. Procedures regarding minutes and postings

- K. Caspers will draft and post minutes within 5 business days, as mandated by State of Vermont Open Meeting Laws. In keeping with the rules, no minutes shall be changed until the next duly warned Library Trustee meeting.

9. Executive Session, if needed

10. Confirm date of next meeting:

- Thursday May 9, 2024 1:30pm at the library

11. Adjourn

- R. Giroux made a motion to adjourn at 3:21 p.m.. All in favor.