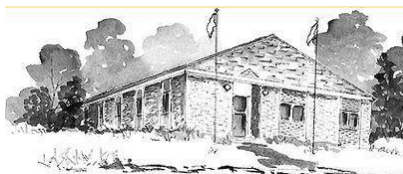


Georgia Public Library
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Library Trustees
Ben Ebert, Chair
Deb Woodward, Vice Chair
Sara Walker, Secretary
Bob Giroux, Treasurer
Margot Vanscoy, At Large

Georgia Public Library Trustee Meeting
Monday, April 17, 2023 6:00 - 8:00 pm
Location: Georgia Public Library
Minutes – APPROVED

Attendance: Ben Ebert, Deb Woodward, Sara Walker, Bob Giroux, Margot Vanscoy, Bridget Stone

1. Call to order: 6:01
2. Opportunity to add or remove items – N/A
3. Public Appearances: None scheduled
4. Secretary's Report: Attendance taken and minutes from previous meeting review and approval
 - a. Deb moved to accept March 2023 minutes as written, Bob seconded, all approved.
5. Treasurer's Report:
 - a. Budget Status
 - i. Bob presented the current spreadsheet of library expenses, revenue, and grants – already 5 grants set for this year
 - b. Budget Shortfall
 - i. Error in 2023 budget after \$135,330 approved by Selectboard, resulting in a shortfall of \$3,870. Bob will be bringing this matter to the Select Board for reconciliation.
 1. ACTION ITEM: Library trustees are requesting a copy of the budget development Zoom meeting on Nov 28, 2022 as it is public record. Please respond by May 1, 2023.
 - c. Availability of Accounting information
 - i. Town is not tracking library expense reports because the previous Select Board made the library an appropriation. Bob attending the next Selectboard meeting to advocate for change from an appropriation to the traditional budget lines.
 - ii. Compensation is missing from our reports
 1. ACTION ITEM: Library trustees are requesting year to date compensation information for library employees. Please respond by May 1, 2023.
6. Library Director's Report:
 - a. Personnel
 - i. Deb moved to advertise the open staff position, not to exceed \$800. Sara seconds, all approved.
 - ii. There is great need for a full-time staff person. The library is in a period of tremendous growth. Stats from the recent survey indicate the community's interest in additional library programming.
 - iii. Going forward, Bridget will move ahead with hiring for 20 hours of staff coverage as well as programming support to meet the deadlines of the grants currently awarded.
 - iv. Closing one day per week was discussed in response to staffing challenges and employee turnover.
 - b. Facilities
 - i. Children's area HVAC splitter is not functional and needs a new compressor. There is a chance that the part is no longer available. It may be the best option to replace the unit.
 - ii. Philo Security arrived at the library last Tuesday morning (4/11/2023), unannounced, to install three (3) security cameras around the front and back parking lot of the library.

1. The library trustees need to see a copy of the contract with Philo. Please respond by May 1, 2023.
 2. The library trustees reiterate their opposition to the two security cameras at the front of the library and continue to advocate for panic buttons for our employee's safety - as previous promised by the Select Board. See letter submitted to SB date clearly expressing these concerns.
 3. The library trustees would like to reiterate that contractors must make an appointment with the library director to come do work at the library, unless there is a building emergency. Additionally, a conversation with the library director regarding scope of work, prior to work being completed is expected.
- c. Grants
 - i. Vermont Integrated Architecture will be at the library this Wednesday (4/19) at 11:00am to consult regrading ADA access.
 - d. Reports
 - i. State data report for 2022 has been submitted
 - ii. Needs assessment for Vermont Department of Libraries Capital Projects Grant has been submitted.
7. Old (unfinished) Business:
 8. New Business:
 - a. ACTION ITEM: Trustees will be forwarding a letter to the Select Board recommending that they hire a Human Resources consultant to evaluate and address performance issues in the town office structure.
 9. Executive Session, if necessary: 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
 10. Public Comment: N/A
 11. Concerns for the Selectboard:
 - a. Have been enumerated, and repeated, above.
 12. Confirm date of next meeting: May 15, 2023 from 6:00-8:00 at GPL
 13. Adjourn: Deb moves, 8:01

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>