

Georgia Public Library  
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*Library Trustees*  
*Margo Coy, Chair*  
*Narda Carlson, Vice Chair*  
*Dan Walter, Treasurer*  
*Mary O'Neil, Secretary*  
*Becky White, Member at Large*

Georgia Public Library  
Library Trustee Meeting  
Monday, November 21, 2016  
6:30 p.m.  
Minutes

Board members present: Margo Coy (Chair), Dan Walter, Narda Carlson, Becky White, Mary O'Neil (6:35.)

Public present: Heather Grimm.

1. Call to order by Chair 6:30 pm.  
Narda Carlson -moves to defer the conference report & Treasurer's report to next meeting.  
Becky White – 2<sup>nd</sup>.  
Vote 4-0.
  
2. Minutes  
No changes proposed.  
DW – Motion to accept minutes of October 17, 2016.  
BW – 2<sup>nd</sup>.  
Vote 5-0.  
Motion carries.  
  
Becky White – Motion to accept minutes of recent Special Meeting on November 2, 2016.  
Narda Carlson – 2<sup>nd</sup>.  
Vote 5-0.  
Motion carries.
  
3. Friends of GPL  
Jessica Denton calls in 6:40 pm. Discussion of winter activities. Heather Grimm present. Discussion of fund raiser to wrap gifts, November 17<sup>th</sup>.

Heather – Christopher, a local 6<sup>th</sup> grader is now coming to meetings to help; his father offered to set up a website for the Friends. Can help with software. Both interested in helping out.

Trustees thank the Friends for their activities and enthusiasm.

Narda -Motion to rearrange the agenda to facilitate discussion of budget, executive session.

2<sup>nd</sup> – Dan Walter

Vote 5-0.

#### 4. Librarian's Report

Trunk or Treat a huge success. Bridget offers thanks all around.

Local Artists now on display. Many "likes" on Facebook page. Will hang through the first of the year. Feedback positive. Many "likes" relative to Capstone project too.

Holiday giving tree is up. June Waite local connection. Students from GEMS made Christmas stockings.

Community Room extremely well used, when the library is open and not. Some growth there.

Library will be closed Wednesday and Thursday, will celebrate staff. Mini-staff training time. Library will be open Friday and Saturday after Thanksgiving.

Needs help with the website to keep it updated. Talked with John Zap; recommends information that doesn't need to be changed so frequently. Needs to communicate calendar with the community, get out-of-date stuff off of it.

Margo – the Town posts a community calendar on their website. I don't know who does that.

Bridget – Essex does it too. There were some challenges with that. There are reasons to maintain that separation.

Dan Walter – try contacting Jimmy Allen. I might have a phone number.

Narda – Maybe Christopher's Dad can help us with that too. We could connect websites – between the Friends and the Library.

Jessica Denton – mentions someone who has ability to update website. And Jimmy and his wife are expecting too.

#### 5. Discussion of Bond

Dan Walter – I was invited to the Selectboard meeting where they gave an update on the bathroom renovation and heat. Selectboard suggested they would support a bond issue brought forth for the library for the 2017 Town Meeting. Very short notice. They asked us to create a list of capital projects to be covered by the bond. Could include new handicap access from the parking lot, new door to the

Community Room, make it accessible, and include amenities including a bathroom.

Margo – or move a wall out.

Dan – What if we moved the ADA entrance to the far side of the building....

Margo – This relates to what Mary suggests with the architects assisting the students.

Dan – I met with a lighting contractor (Hegeman?) last Saturday; walked around inside and outside. The Civil Engineer will tell us what is required. We talked about a 10' pole outside, upgrading to LED. Putting in some walkway lighting, better lighting at the entrance. We walked through the interior. There are different generations of fixtures here. The ones with fins can just have the bulbs swapped out, about 60% electric consumption. The parabolics (funky ones) were designed for workspaces with rounded CRT screens. Should be replaced with overhead LEDs. That would go on the bond. The goal is to cut the light bill about 50%.

Becky – Presented at Town Meeting? Who will present?

Dan – Probably the Select Board. We don't have the authority. The other issue we need to look at hard is the boiler distribution system. The problem with the heat is that there are 2 zones. Separate valves. The thermostat in the vestibule calls for heat, hot water travels the entire length of the building; heat leaks constantly. Circulation is constant. Chris and Paul Jansen were here. There were walking around scratching their heads. What is going on?

They are finally hiring a guy to finish the bathrooms. Replace all the fixtures. Mirror image bathrooms. I hope they would look at replacing the heaters in there; they are way too big for the space. The bathrooms are in this year's capital budget.

Bridget - we need to be attentive to communication between Steve the plumber, Brian the new contractor and Mike. They aren't interested in fixing valves now because they see this as part of the bond issue. Mike was here today, and suggested opening the windows to address the overheating. I asked him if that was appropriate, will affect heating bill.

Narda – The Selectboard is not paying for the heat. Short sighted solution with expense on us.

Margo – suggests changing building footprint to accommodate all the desired changes.

Narda – We need to sit on this a little bit, think about it.

Margo – when do they want the wish list?

Dan – They suggested this coming Town Meeting. After thinking about it, too ambitious.

Heather Grimm – You might have more public support if we show we have done some studies.

Becky – Can we have a special vote in the middle of the year?

Dan – you can. Much better at Town Meeting day.

We should think about this as an Australian ballot item or not. I am enthusiastic about the support. We need to tell them we are going to collect more information; let's see what the lighting comes back at. If we can fix lighting, 20 fixtures, cut expenses.

Mary O'Neil – I think we need to do our homework. Collect information, have more information before we approach the Selectboard and voters. We don't know what we need, what will work, how much it will cost before we approach the voters.

Dan- suggest we go to them and say we have some plans under way, are having studies done, collecting information.

Narda – suggest we thank them for their support, tell them we need to work collecting information.

Bridget – It looks very bad to patrons to see windows open in cold weather. If we were to ask them to support a bond for the library, they wouldn't be on board.

Dan – Talk over with the Selectboard, interested in the bond but not for 2017.

Wait for the Capstone work, SAS Architects to do their work, bathrooms to get done and completed, get hot water delivered to sink in community room, address heat situation, lighting fixes. We need better control of the production of heat.

Bridget would like detailed instructions about controlling the thermostat. She would like to make decisions about heat level and if she should use the wall unit and circulator for this building. Avoid opening the windows.

Mary O'Neil – motion to request the Selectboard to give written instruction to the library director in the best manner to regulate the heat in the building.

Becky - 2<sup>nd</sup>.

Vote 5-0.

6. Treasurer's Report – deferred to next meeting.

7. Conference report –deferred to next meeting.

8. Executive Session to discuss personnel and contract issues

Becky – Motion to go into Executive Session.

Narda – 2<sup>nd</sup>.

Vote 5-0.

Bridget excuses herself from the room.

Narda – Motion to go out of Executive Session.

Becky – 2<sup>nd</sup>.

Vote 5-0.

Motion carries.

Bridget is invited to rejoin the group.

Dan presents to Bridget the context of preparing the budget, presentation to the SelectBoard, ultimate acceptance of number, rework to make it fit, or in some circumstances split from town budget for purposes of voting on Town Meeting Day. The ultimate hurdle is the vote at Town Meeting. We have a supportive town.

This budget has almost a 30% increase in payroll; significant increase in payroll. 32 hours per week for her; 2 assistant positions with 26 total hours (15 and 11 hours); a total of 58 hours of coverage, open 48 hours. Need to be strict with assistants not going over.

Discussion of hourly rate, required Vermont Municipal Employee Retirement system, holidays, vacation, sick leave. Cash in lieu of insurance.

Narda – We would like to see you get some training in cataloguing and collection development. We would like you to come up with a training plan by the end of March, with training to start no later than the end of June. We have about \$650 dollars in the budget to put towards that. If the training exceeds that, the additional expense will fall on her. UVM has training; there are on-line resources as well. We will need you to continue to look at those possibilities. We need to develop a plan. There are scholarships, maybe available grants. In addition, dental, vacation, holiday benefits.

Bridget wants health insurance.

Discussion of implications for budget. Dan will call Town to get more information from Amber. May have ramifications for overall offer. May need to reduce hourly rate. Will get more information.

Discussion of when the trustees might need to meet again.

9. Dan Walter – motion to adjourn 8:39 pm.

2<sup>nd</sup> – Narda Carlson.

Vote 5-0.

Meeting is adjourned.