

*Board of Trustees Minutes  
Georgia Public Library  
Meeting Date: 10/19/2015  
Date of Approval: 11/9/2015*

Present: Sue Webster, Jessica Denton, Jimmy Allen, Dan Walter, Gary Deziel

Absent: Candace Truso

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on October 19, 2015. The meeting convened at 6:05pm. Called to order by Dan Walter, Chair.

1. Approve minutes of September 14, 2015 meeting

No discussion.

**Motion:** Moved by Jimmy and seconded by Gary to approve September 14, 2015 meeting minutes with no edits.

**Motion carried.**

2. Friends of Library Report

Discussion: Jessica updates the board of Jeff Marshall's withdrawal as the liaison to the Board and also his withdrawal from leadership role with the Friend Group due to other commitments. Jeff had agreed to drop off all Friends materials to the Library until a new lead and liaison is available. This Board would like to do keep the momentum of the good work completed thus far by this group of Friends. This Board hopes a new leader will emerge and pick up where this group last left off. Sue will hold the Friends materials until a new leader becomes available.

3. Website Updates

Discussion: Jimmy shares he and Ryan Rivard, Community Volunteer will be meeting to complete the final additions to the new library webpage. They need to create a page within the site that has all the online resource links and also assist the Library Staff with importing the monthly activity calendar to the site.

4. Librarian's Report

Sue shares her report:

- Sue and Maureen attended a workshop on passive programming – they have set a few items out.
- Sue shares RiseVT will be providing several pairs of snowshoes (both child and adult sizes) for lending – this will be available through our “Library of Things”.
- Sue updates the Board about our Little Tykes computer – it is 14 years old and beyond repair. She has removed this from the library floor due to non-functionality. The staff has put a craft station where this Little Tykes computer previously was. Sue has priced out a

new technology for children's use that is \$2599. She states the prior Little Tykes computer came from the Franklin / Grand Isle United Way and IBM. Discuss using the Technology Upgrade funds that we have in our budget from Reserve Funds (\$2000) to possibly purchase a new unit that meets similar needs of child friendly use. Sue will send the link to the Board and Dan agrees to do some outreach to see if we could get a new unit at an affordable cost within our budget.

- Sue plans to make a video tutorial with Maureen on how to utilize the library's online resources.
- As of 10/7 the library has sent out 54 Inter-Library Loans (ILL) and has requested out 53 ILLs.
- A request has come through by the Homeschool Group on how to use the library – this program will be held in the coming months.
- Sue shares with the Board details of the VT Library Trustee and Friends Annual Conference on Nov 7 from 9-3:30pm. Dan plans to attend.

#### 5. Treasurer's Report

Gary shares the check book Citizen's Bank balance was previously \$724 (rounded) and is currently \$638. He shares two checks were made – one for the Squishy Circuits STEM Program and the other for a book replacement cost.

He states our General Fund budget – is on target for the year end. Gary states we are now at 80% of our year and our budget is at 78%. He states our utilities are now at 85% but this is a large improvement.

Gary would like to get clarification on the "automatic" delivery of our Propane from Rowley Fuels. He suggests a monthly budget agreement with Rowley to help with our budget plan. Board discusses appropriate temperature during winter months of the Library. Board wants to be responsible in managing this new resource of the new boiler. The board suggests the larger zone of the library be set at 68 degrees. The board would like to request the two other zones (Community Room and small study room) be regulated at the discretion of time of use – where the Library staff can change the temperature when the room is in use. When the rooms are not in use the board would suggest the temperature in those rooms be set for 62 degrees. Sue will discuss with Town Administrator.

Thanked Gary for his report.

#### 6. Old Business:

- a. Boiler – as updated by Sue – she met with the Town Administrator on 9/23. Was advised the boiler is set and ready to go. Today she had to phone the town to advise the temperature in the Library was 54 degrees. Someone came and turned the boiler on. Sue states the Town Administrator advised the propane tank is full.
- b. ADA Entry / Bathrooms – as updated by Sue as discussed in her meeting with the Town Administrator. The entryway modification will not be completed in 2015.

Town Administrator suggests to the Board we bring this forward in 2016 budget with the figures from last year's estimate plus ten percent. Regarding the Bathrooms – the remodel will take place this month and will be completed by Georgia Highway Dept staff. This Library Board will need to find a source of donation to paint the bathrooms upon the construction completion as well as a volunteer to pain the bathrooms because this expense is not a part of the budgeted a capital improvement project. In addition, this Library Board will need to find a contractor to install the two Koala Changing Stations that will be in each of the bathrooms. This board will need to find a General Contractor to appropriately install these units and will need to find a source of funding or a volunteer to put these units up. Sue will be ordering the Koala changing stations within this budget, one of the units cost was covered by a generous donation.

- c. Community Room Use Policy – this Board is looking for answers to the outstanding questions that were communicated previously by Board member Candace Truso to the Town Administrator. These questions were not answered to the Board's satisfaction. Dan has these questions and will send forward to the Town Selectboard for further clarification.
- d. Review Actions Steps from Sept 2015 – discussed with additions made as outlined within these notes. Sue sent USDA Grant for Candace and Jessica to review. Jessica believes this is a grant Candace had already uncovered where we learned Georgia's median household income was too high to allow us to qualify for this Grant. Jessica and Candace will review further.  
Also discussed the difficulties with wifi connection. We will look to have this addressed before the AARP Tax Volunteers begin their annual use of our Library to help prepare taxes.
- e. Other – None.

## 7. New Business

- a. Approval of Non-Profit requests for room use

**Motion:** Moved by Jessica and seconded by Gary to extend a blanket approval of any non-profit request for waiver of room use fee and security deposit fee as received by Library staff through November 9, 2015, our next Board of Trustees meeting.

**Motion carried.**

- b. Other – Jimmy shares he is unable to volunteer to cover as staff during the November 7 Game Day program. He usually volunteers his time to stay after 1pm (when the library closes on Saturdays) to lock the Library up at 3pm. No board member is available on this date to Volunteer. The Game Day program on Nov 7 will have to end at 1pm.

8. Reports from Subcommittees

- a. Policy & Procedures Subcommittee – no report at this time.
- b. Budget Planning 2016 Subcommittee – This committee is Jessica, Dan and Gary. We will meet on Oct 28 at 6pm and then hold a Special Meeting on Oct 28 at 7pm for the purpose of finalizing the 2016 budget for proposal and discussion with the Selectboard. Budgets are due to the Town Selectboard by November 4.

9. Executive Session (if needed) – non required.

10. Date of next regular meeting, November 9, 2015 6pm at Georgia Public Library.

**Motion:** Moved by Jessica and seconded by Jimmy to adjourn the meeting at 7:15pm.

**Motion Carried.**

Respectfully Submitted,  
Jessica Denton  
Secretary