

***Final approved document***

*Board of Trustees Minutes  
Georgia Public Library  
Meeting Date: March 21, 2016  
Date of Approval: April 18, 2016*

Present for the Board: Dan Walter, Margo Coy, Becky White, Narda Carlson, Mary O'Neil  
Present for the Library: Sue Webster, Lara Bessette  
Absent: N/A

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on March 21, 2016. The meeting convened at 6:05 pm. Called to order by Dan Walter, Chair.

1. Administration of oath of office for: Margo Coy, elected to a 3 year term ending March 2018, and Becky White, Narda Carlson, and Mary O'Neil, all three appointed to serve until Town Meeting Day 2017, by the Selectboard on March 14 2016.
2. Approve minutes of February 8, 2016 regular meeting.  
**Motion:** Moved by Margo and seconded by Narda to approve February 8 meeting minutes with one change.  
**Motion carried.**
3. Friends of Library Updates  
Reported by Sue Webster that Talitha Roque will be the new leader of the Friends of the Library. Dan directed Sue to invite Talitha to the next Library Board meeting.
4. Website Updates  
Lara has completed twenty pages of new content. These have been reviewed by Sue and Maureen. Lara will publish the pages for the review of the Board in a draft or password protected format.
5. Librarian's Report
  - The Vermont Department of Libraries has been restructured. Amy Howlett is our liaison.
  - The Vermont Lake Monsters have offered to repeat a prior fundraiser. The board approved for Sue to pursue this opportunity.
  - Sue requests permission for her and Lara and Maureen to attend the VT Library 2016 Conference in Stowe. The board approves. Fairfax will pay half the cost for Lara.
  - The Conservation Commission responded to patron requests for a pruning workshop.
  - Housekeeping and building notes
    - i. No janitor service during April. Sue will ask for approval from the Town to have a school janitor substitute.
    - ii. Town Library Meeting Room Contract on the Town web site is outdated. Sue to follow up.
    - iii. GMLC delivery program is working well.
    - iv. A boiler circulator was found in an error condition. A technician checked it once and reset it and will check it again.
    - v. Light bulbs are not being replaced on a timely basis. Sue to follow up with Mike.
6. Treasurer's Report
  - The budget status report for the period ending 3/3/16 was reviewed. As there is no sitting treasurer, no further action was taken.

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7. Old Business:
  - Bathrooms renovation - The Selectboard approved use of a Town employee to complete this project. Sue will pursue a timeline with Mike McCarthy. The Koala changing stations will be installed as part of the renovation.
  - Review Actions Steps from March 2016. Action steps reviewed and edited. This tool helps to keep Board on track of tasks to complete.
  - Report from Monthly Librarian Mtg with Town Administrator
    - i. Building Updates
    - ii. See Librarian's Report
  - Other – None.
8. New Business
  - Election of Board officers.
    - i. **Motion:** Moved by Dan, seconded by Becky to elect this slate of officers:
      1. Chair, Margo Coy
      2. Vice Chair, Narda Carlson
      3. Secretary, Mary O'Neil
      4. Treasurer, Dan Walter
      5. Member at Large, Becky White.
    - ii. **Motion carried** by unanimous vote.
  - A patron requested permission to post a petition related to a Town personnel issue.  
**Motion:** Moved by Mary, to deny the request, seconded by Narda  
**Motion carried** by unanimous vote.
  - Dan will inform Amber to include a one half percent salary raise for Sue, Maureen, and Lara, effective 1/1/2016.
  - Margo will investigate if UVM might donate computers to the Library.
  - Future meetings of the board will take place on the third Monday of the month.
9. Reports from Subcommittees
  - Policy & Procedures Subcommittee
    - i. This subcommittee is disbanded, the working having been accomplished.
  - Budget Planning 2017 Subcommittee
    - i. Narda, Becky, and Margo volunteered to serve on this subcommittee.
10. Executive Session (if needed)

None needed.
11. Date of next scheduled meeting, a change from the normal, April 18, 2016 (subject to change) at 6pm at Georgia Public Library.  
**Motion:** Moved by Becky and seconded by Narda to adjourn the meeting at 7:50 pm.  
**Motion carried.**

*Submitted by Dan Walter, Acting Secretary, 3/26/2016*