

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
May 16, 2016
Minutes

Board members present: Margo Coy, Chair; Becky White, Narda Carlson, Mary O'Neil, Sue Webster, Librarian. Dan Walter arrives 6:12 pm.

Margo Coy calls the meeting to order at 6:04 pm.

Minutes of April meeting: Sue has correction: Under birthday celebration, Friends are not incorporated as a 501 (c) 3. Sue said the paperwork has been filled out, but not submitted.

Becky White make a motion to accept the minutes of April 2016.

2nd – Narda.

Vote 4-0-1 (Dan abstains.)

Motion carries.

Librarian's report:

Sue provides information about Five Guys May Days.

Dan Walter – It sounded like a profitable venture.

Sue Webster – Easy fundraiser.

Dan Walter – Where will the money go?

Sue Webster – To the bank account.

Narda Carlson – Pick a date?

Sue Webster – We can let them know.

Margo Coy – Could we use the money for the birthday celebration?

Sue Webster – I suppose we could.

Narda Carlson – The day the staff was available was not the 6th?

Sue Webster – How about the 14th as a first choice? I don't know how quickly they give the money to you. Friday night could be the 2nd choice.

Dan Walter – Do Lake Monsters do any promotion?

Sue Webster – No. Tickets are sold ahead of time.

Narda Carlson – We put a link on the website to purchase tickets ahead of time.

Sue Webster – Yes.

Becky White - How do we get that out to the public?

Sue Webster – Facebook page, Milton Independent. We could reach out to Little League.

Margo Coy – Could spread the word among the teams.

Dan Walter – Which day?

Sue Webster Sue Webster – 14th and 15. Before the birthday party if we are going to use the money toward the party.

Motion by Becky White – I move we move ahead with the said dates.

Margo Coy – July 13th and 14th. Put in motion that proceeds go to birthday celebration.

Dan Walter – I don't know if it is valid to make a motion about an intention. Not a resolution. We are moving Sue to move ahead to pursue this fund raising opportunity, to come up with an advertising plan. That should be plenty.

Margo Coy – If in the motion, people would understand the intent of the fundraiser.

2nd – Narda Carlson

Vote – 5-0.

Motion carries.

Librarian shares problem with automatic deposit from state. They sent it to the town's general fund. She shares that she has sent a ton of email mails, but no response. She has cc'd Dan on all conversations. No responses.

Becky White – Do we have a specific person to talk to?

Dan Walter – Amber and Sharon.

Mary O'Neil – How about the state librarian?

Sue Webster – I checked, and they are just as anxious.

Mary O'Neil – Indicate that the check has not been received; request stop payment.

Dan Walter – Do you have a copy of the remittance?

Sue Webster – No. I can't scan any more.

Margo Coy – Asks to explain what payment is for.

Sue Webster – Green Mountain Messenger, much cheaper, not staff time. They pick up books Monday mornings, drop them off Monday.

Dan Walter – payment of \$240 toward our contribution toward that fund?

Sue Webster – First of 2 payments.

Becky White – You should have a photocopier, scanner...

Sue Webster – I do! I sent our college young man a picture of it, he has never seen it before.

Becky White – Where from?

Sue Webster – W.B. Mason. We placed the order online.

Becky White – Brian Gratton is our IT guy.

Dan Walter – You have a brand new machine that should be working.

Mary O’Neil– Did it come with a warranty?

Sue Webster – for \$100, probably not. For scanning, it should work.

Dan Walter – What are we going to do about this? They are open Monday and Tuesdays.

Becky White – If you want to photocopy it, I will drop it off.

Dan Walter – Put it an Amber’s hands. “Amber, we need to put this in the proper account.”

Holiday Pay issue:

Dan Walter – We are paying the Christmas holiday on the wrong year. Sharon gave me the records for the pay period. January has the huge amount of holiday pay. I asked her where is the Christmas holiday. She said it is there. Christmas this year will fall in January 2017. Next budget will take that into account. Every 6 or 7 years it will fall into December.

Wi-Fi issue:

Narda Carlson – What is the activity they are concerned about?

Sue Webster – Somebody dropped their kids off for school, and reported there was somebody in the parking lot acting strangely. The light cover from the light was off. I asked Mike if something was amiss. Mike said that it has always been like that.

Our WiFi has a password.

Narda Carlson – Tell him to go look outside Fletcher Free Library. It is on 24 hours a day. People are outside at night using their computers. My children have traveled extensively. They know outside libraries and Walmart’ are the place to find web access.

Narda Carlson – It is taxpayer money that funds the wireless. The taxpayer should be able to use it. If they don’t have wireless at home, they should be able to access here.

Narda Carlson – I move we respectfully deny the town administrator’s request to turn off the wireless at night.

Dan Walter – 2nd.

Additional comments – We would invite him to come discuss with us.

Vote – 5-0.

Motion carries.

Sue Webster – Some librarians that have been communicating with us have signatures on their documents.

Dan Walter – public records act do not include?

Sue Webster – to Mary – Do your emails include information that the public records act requires notice that documents are subject to public disclosure?

Mary O’Neil – Yes.

Dan Walter – (researches definition of a public record.) We can cite the chapter – We might want to cite the Vermont. Public records Act Title 1:

Any response or reply to the electronic message and subject to disclosure under Title 1.
(Reads definition of Public Document.)

Margo Coy - My problem with the 2nd one says any response or reply suggests it is not. I would recommend the first one, not the 2nd.

Motion by Dan Walter – I move we require all library staff to add this text to the signature of all emails originating from the library. Copy and paste this first one:

“Notice - Under Vermont's Public Records Act, all e-mail, e-mail attachments as well as paper copies of documents received or prepared for use in matters concerning Town business, concerning a Town official or staff, or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.”

2nd – Narda Carlson

Vote 5-0.

Motion carries.

Margo Coy – No meeting with Mike (town administrator) this month. We were all set to go to May meeting, cancelled at 2:00 pm for a 3:00 pm. meeting. We asked him ahead of time if we were still on – he said no.

Becky White – This is not acceptable.

Dan Walter – This is why we want to get on the agenda. His general balkiness.

Mary O’Neil – Do we have confirmation of a future meeting?

Sue Webster – We do not.

Margo Coy – I will call Krissy tomorrow.

Dan Walter – to Sue Webster – so you will arrange it this Friday?

Sue Webster – Yes.

Friends of the Library

No report.

GPL Birthday

Narda Carlson – Narda presents copy of GPL Celebration planning ideas. Laura and she have met twice; Jessica Fike joined them once. Kathy McConnell and Sarah Bruey are part of the team. August 6th was the date all the library staff would be in town.

Question to board about staffing: Usually there is one person here on Saturdays. Do we need to have the library closed, or hours shortened to make up that loss?

Dan Walter – Laura’s regularly scheduled day to work? How will we take care of that pay, if we bring Mary in as a sub?

Narda Carlson – That would be here. Laura would already be here. If Sue and Maureen come in, we will need to compensate them for their time.

Dan Walter – Another day for pay.

Narda Carlson – Should we minimize hours another day to minimize staff time?

Dan Walter – What sorts of activities?

Narda Carlson – If we are celebrating the library’s birthday, we should have all the staff members here. We are focusing on that day. Trying to keep it do-able. Three activities; one geared toward young families, one for school aged kids, one for adults. Craft demonstration, demonstration by dance studio, maybe something oriented toward men...bikes, sports. We also have the Macy’s at Exit 18.

Mary O’Neil – Big vehicles? Fire trucks...

Margo Coy – have to be careful about parking.

Narda Carlson – We have touch-a truck day already. Maybe a children’s author. Want to include a food drive for the food shelf. That might start earlier – 120 things brought in to the library prior to the event. Making a birthday card workshop, tied in with summer reading program. Try to get 120 birthday cards sent to the library. Laura has already starting things on Facebook page. Certificates – lollipops. Donate money – 120 books or things we would like to add to the library. Let people buy the birthday gifts!

Compensating staff – big question. There will be volunteers working outside typical hours. Can staff be compensated for hours worked that day?

Dan Walter – I think we can pay a few extra hours and take it out of surplus that is in salary from sick pay. Right now, today, we are currently \$43 dollars ahead on sick pay for what is budgeted for the year. Holiday is finally figured. Can’t take it out of vacation.

Becky White – what about out of the fundraising?

Dan Walter – not encumbered funds.

Sue Webster – Why don’t we just close early on Friday...a couple hours.

Narda Carlson – Lara’s time is already budgeted for that day.

Dan Walter – What are the hours Friday?

Sue Webster – 9-5. Storytime.

Dan Walter – Close at 2:00. Take one hour out of the kitty. I would suggest that the timing on the party that it run 10-2:00 so it bridges over lunch.

Narda Carlson – We were thinking cake, cupcakes.

Becky White – You usually close at 1:00. One extra hour.

Sue Webster – We need to clean up.

Narda Carlson – Run part 10:00-1:30. Hour to set up, half hour to clean up. For young families, this will be the big draw. They will plan on afternoon naps afterward.

Margo Coy– Where would they dance, inside?

Narda Carlson – Planning, can move furniture, near game area, inside in case of rain. Can move things around, even in community room.

Margo Coy – Call for motion:

Dan Walter – I move we close the library 3 hours early on Friday August 5th at 2:00 pm; and require that Sue and Maureen attend the party on August 6th with pay from 10:00-2:00 with an hour to set up and 1/2 hour to break down. (Volunteers will be setting up at 9:00.)

2nd – Becky White

Vote 5-0.

Motion carries.

Narda Carlson – Just to clarify, Lara has been working on this outside her work day. My understanding is that we cannot have anyone do volunteer work if we typically have a paid employee doing the work.

Dan Walter – Lara’s role is to be a liaison between the library and the committee; not to actually serve on the committee.

Narda Carlson – She is doing part of the work as part of her job. We cannot violate state law. She can’t be working on banners at home.

Treasurer’s Report:

Sent by email.

Dan Walter - We are at 34% through the year. Total budget expenses to date are 36.33% of the budget. We are not in too-bad shape with the budget. We still have some reserve funds left. Salaries were slightly under, except for holiday for which we now have a decent explanation. To Sue Webster – did the salary differential show up?

Sue Webster – Yes. .08 per hour.

Dan Walter – Library supplies were ahead of budget, but aligns with spending pattern for the year. Periodicals, half has been used. That is an annual expenses. Utilities – we paid a propane bill, or were charged. Last month, our utility bill was ...

Sue Webster – Last month, \$4700. This month, \$3700.

Dan Walter – Last month, \$2580. Oh, this is the general ledger. This month we are at \$3753.31. About \$1200.

Sue Webster – This is support for regulating our heat. The bathroom is running 80 degrees

Dan Walter – A continuing issue with the town. Need to pursue. What is going on with the phone bill? \$70.00.

Mary O’Neil – Isn’t it a regular expenditure?

Sue Webster – I never see the bill. It goes right to the town.

Dan Walter – How is it figured? Bundled with other services?

Mary O’Neil – It is essential to understand how this is billed. Are there other services included? Has the town negotiated?

Sue Webster – Yes, several years ago the treasurer negotiated for the services.

Narda Carlson – I suggest Sue check on the billing with the town.

Old Business:

Becky White – Last month I reported that I thought I could find a company to donate flooring to the library. That is not the case.

Discussion of dealing with potential asbestos in floor tiles. Trustees agree that the work needs to be completed; frustration with Town dragging its feet to contract work. Mary will confirm with gentleman from the State [Chris Kinnick] about requirements for potential asbestos disturbance. Dan suggests this as another item to discuss with Selectboard, as Town administrator has not been responsive.

Mary O’Neil – I have had a positive communication from John Lens, PE, the new director of the engineering program at UVM. He said he has looked at the photos I sent and the ADA checklist provided by Sue. The assignment seems a bit on the small side for what will now be a 2 semester course sequence. On the other hand, he has a soft spot for libraries, having served as a library trustee in his own community. He would like to find a way to make this project be a candidate for the course. He asked if there are any library needs which could be included in the project: is the water and wastewater system functioning well? Is the structure sound? Is the parking adequate? The trustees discussed. Margo suggested we invite Professor Lens to visit with the trustees. Mary will be having coffee with him soon, and will extend the invitation.

The trustees discussed the list of items to be discussed with the trustees:

1. The need to complete the bathroom renovation project.
2. Issues with lighting.
3. Who to consult with plumbing emergencies; need at least 5 names and direction on building maintenance problems requiring immediate response.
4. Need to prepare a disaster recovery plan. Margo suggests we take the lead from information shared by Narda from the ALA. Dan Walter will pick up this project.
5. Continued issues in communication with and assistance from the Town administrator.

Next meeting: Monday, June 20, 2016.

Mary O’Neil moves to adjourn at 7:48 PM.

Becky White – 2nd.

Vote 5-0.

Motion carries.

