

*Board of Trustees Minutes
Georgia Public Library
Meeting Date: June 8, 2015
Date of Approval: July 13, 2015*

Present: Dan Walter, Jessica Denton, Gary Deziel, Jimmy Allen, Candace Truso, Sue Webster
Guests: Ryan Rivard

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on June 8, 2015. The meeting convened at 5:40pm. Called to order by Vice Chair, Jimmy Allen. Dan Walter arrived at 6:01pm. Ryan Rivard departed at 5:58pm.

1. Approve minutes of April 13, April 20, May 11 Meetings

Reviewed April 13 minutes: Sue requests two edits, one correcting the date of the VLA Conference the other to indicate she joined the VLA and can use the VLA substitute pool as an additional resource as needed.

Motion: Moved by Candace and seconded by Gary to approve the April 13 minutes with edits as noted.

Motion carried.

Reviewed April 20 minutes: no edits, no discussion.

Motion: Moved by Candace and seconded by Gary to approve the April 20 minutes with no edits.

Motion carried.

Reviewed May 11 minutes: two edits requested by Sue – to state Sue has been waiving fees for the Room Use policy at her discretion, as per discussion with Town Administrator during prior Board meeting. Also indicate the “Passport” program – the library owns a book that outlines where all the Vermont libraries are.

Motion: Moved by Gary and seconded by Candace to approve the May 11 minutes with edits as noted.

Motion carried.

2. Finalize Reorganization

As noted in #7 in minutes of April 13 meeting: Roles already agreed upon: Dan = Chair, Jimmy = Vice Chair, Gary = Treasurer, Candace = Substitute secretary.

Motion: Moved by Candace and seconded by Dan to appoint Jessica as Secretary.

Motion carried.

3. Friends of Library – Liaison Report

Email from Jeffrey Marshall dated 6/7/15: “Hi Jessica,
I'm afraid there's nothing much to report. I had hoped to get people together in April

but I think everyone was busy--there was no response. I think the incorporation paperwork is ready to go to the state if there are others who want to be incorporators. At this point I'm extremely busy and not sure what can be accomplished before fall.

Best,
Jeff"

Discussed this briefly. If there is any thing the Board can be doing to support the Friends progress, we'll be happy to do so. Wondering if the current barrier is the cost to incorporate. Jessica will follow up with Jeff to inquire in late Summer, to honor his indication he can't address next steps until Fall.

4. Website Updates

This item was moved up on the agenda and discussed from 5:48-5:58p to honor Ryan's time attending as a guest. Ryan and Jimmy have been working on finalizing the website. They have moved in the content to the appropriate places on the site. The final step is to make the site live online. Jimmy suggests to Sue he can help show her software that can be downloaded to make the events calendar populate directly into the library site. Jimmy asks Sue for a small bit of narrative to place in the "About" place on the site. Goal remains to make the site active within about one month. Jimmy will talk with VT re: taking old site down. Board expresses gratitude to Ryan and Jimmy for their hard work on this project.

5. Librarian's Report

No table top game day to be held first weekend in July due to the holiday.

4 applicants for the vacant part time position, discussed typical starting pay. Sue and Maureen will begin interviewing process.

Sue has contracted town treasurer to inquire about what line a paid advertisement would come out of our budget. She has not posted any paid ads for the position at this time. Angela's last day is August 24.

Library received a Clif grant – Children's Literacy Foundation – provides materials, not money. Request by patrons for additional LEGO club meeting – to make 2x per month. Sue is working on finding an adult volunteer to help facilitate this.

Library will partner with Building Bright Futures to show weekly movie matinee over the summer.

Book discussion for "To Kill a Mockingbird" had fair turnout. Thank you to the Begley family as discussion leaders.

6. Treasurer's Report

Gary remarks that the last budget status report he received May 12, he felt we are in fairly good shape.

Sue dropped off purchase orders after our last board meeting, will review when next budget status report is available.

7. Old Business:

a. Boiler

Board went to the boiler room to review the work that has been done thus far. Old boiler removed. New on demand hot water tank is there, may not be all hooked up yet.

b. ADA Entry / Bathrooms

Candace sent the ADA Checklist she and Jessica completed to Town Administrator. Requested engineer to look at sidewalk regarding handicap parking and sidewalk, concern for liability. Candace and Jessica have looked for other grant opportunities that could help with ADA accessibility and have not yet found anything applicable. Freeman Foundation is out of the grant business.

c. Community Room Use Policy – Any update from Select board

Thank you to Candace for sitting in on smaller committee to discuss as town. Candace provides most recent draft copy of the policy. Discussed. Moving toward liability waiver instead of the certificate of insurance for small private individual groups. Business groups still need to provide certificate of insurance. Waiving the \$100 security deposit for inside meeting rooms. Board comments that this new draft reflects an improved ability to use.

d. Review Actions Steps from May 2015

Reviewed and updated.

Town Clerk and Town Treasurers are the two signatories on our library check book.

e. Other - None

8. New Business - None

9. Reports from Subcommittees

a. Evaluation Process Subcommittee – Gary and Dan to review final draft of Sue's annual evaluation and schedule a time to meet w/ her and review.

b. Policy & Procedures Subcommittee – Photo release form reviewed and discussed – drafted by Candace. Some edits suggested, will finalize this form at July meeting. Intent is to be able to use photos from library events to post on Facebook and website page.

10. Executive Session (if needed) – none needed.

11. Date of next regular meeting, July 13, 2015, 6pm at Georgia Public Library.

Motion: Moved by Dan and seconded by Jimmy to adjourn the meeting at 7:21pm.

Motion Carried.