

*Board of Trustees Minutes
Georgia Public Library
Meeting Date: July 13, 2015
Date of Approval: August 10, 2015*

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

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on July 13, 2015. The meeting convened at 6:07pm. Called to order by Dan Walter.

1. Approve minutes of June 8, 2015 Meeting

Briefly Jessica updated re: concern from citizen re: shelf request from the Food Pantry. Sue has not yet made this request as she wasn't sure who to ask. She reports she knows who to speak with now and will inquire. However, now after the food drive we may not be able to access shelves back as we had originally thought possible. The hope was to ask for two shelves from the food pantry (the shelving is library shelving) in order to organize the small back room.

Motion: Moved by Dan and seconded by Gary to approve June 8 minutes as they are written
Motion carried.

2. Friends of Library Report – no report until late Summer / early Fall 2015

3. Website Updates

New site should be up by the end of July.

4. Librarian's Report

Sue shares they extended an offer to the final candidate who has accepted the position. This candidate worked in Fairfax library during high school, when she went to college she worked at the Champlain Library. During this process, Sue learned that Fairfax library starts their part-time staff at \$14 per hour. Our offer of \$11 was accepted by the candidate. Sue explained the following to the candidate after newly learning that in Georgia permanent, part-time employees (less than 30 hours per week) no longer are entitled one week vacation and sick time – therefore she did not offer this to the candidate. Board agrees to have this final candidate participate in a two week training period with Angela.

Interviewed four people for the position. This candidate had very good references.

Board reviewed the offer letter Sue has ready to send the candidate – discussed adding the specific shift times and Sue agrees to make this edit before sending it to the candidate to sign.

Sue shares substitute is still earning the same hourly pay of \$10 per hour for the past four years. Substitute inquired about this with Sue recently. Dan and Gary do the math, following the pattern of raises she would earn \$10.72 per hour. Angela, the departing staff member may no longer be able to substitute as she originally thought. Sue shares she doesn't want to lose this sub. Discussion of how / where would this come out of our budget. Dan shares we can offer her a raise of \$10.75. Gary suggests this to be an overall equity issue; Dan suggests as we approach budget season we can research and go to the town Selectboard to discuss further. Sue shares the VT Library Association has already done an analysis of where library staff salaries are in the state. She will provide this data to the board. Substitute hours really vary – usually works only 1x per month, won't equate to a lot of money.

Motion: Moved by Gary to increase the per hour rate of our current substitute from \$10 per hour, to \$10.75 per hour based on the review of the last four year our current staff raises; seconded by Candace.

Motion carries.

Gary will give Mary Anderson's name (substitute) to Town Treasurer to indicate this hourly rate increase.

Sue discusses A/C in the Community Room – it has not been working properly since April. Sue reports sending requests to the Town Administrator, without a recent reply. Shares the evening the Pirate program was held it was very hot in that room. Patron notices it seems to be a code related matter. Dan agrees to follow up with Town Administrator.

June circulation was 4472 which is very busy for the library! Program attendance has been very good. Open on July 3 – very busy that day also.

Sue also shares total number of holding records currently equals 20,744 – total collection value (from holding's price field): \$357,356.46

Our photocopier is currently broken, we own it outright. No funding in our budget to fix at present – Sue will continue to try to fix. 9 years old; approximately 1000 copies per year.

5. Treasurer's Report

Gary shares he will send our monthly meeting date to Town Treasurer to have an automatic monthly budget status report generated before our meeting 2nd Monday of month.

Gary states \$1752.34 in checkbook. Had three checks processed "Rockin' Ron" and Oriental Trading and Shelburne Museum. Balance went up in the month of June.

McCracken Livestock donated \$100 to go toward the purchase of a baby changing station in our bathroom once remodeled. Thank you note sent.

Total expenditures (We are at 52% of our year) at 54% of the budget, drivers of this percentage are utilities, currently are 69% of our current budget just for Utilities alone.

Recognize there are other items above 50% of our budget but that is because Sue purchases a lot early in the year in bulk.

A little over budget on vacation time for staff – puzzling for the Board; unclear on our calculations but will see as year continues to progress.

Gary feels overall things are good, except for the utilities.

We learned that we will not be reimbursed for the remaining oil that was in the tanks, approx. 500 gallons. Utility expenditure so far \$6203 on a budget of \$9037. We are only 52% through our year.

Dan shares next month we are supposed to begin our budgeting activities.

Gary will need salary information – he would like to have similar data on similar towns / population / use – for making a proposal on bringing our staff up in salary. Establish a long term plan, over three years, to roll salary up by the end of three years, try to be on the average of towns of this population / circulation.

Agree it will also be good to learn operational costs of other libraries compared to our town. Sue shares she's been doing the Library Passport and has been able to talk with other comparable towns. When comparing budgets also be looking at certain towns, role of "Friends" groups.

Budgeting planning to begin next month.

6. Old Business:

a. Boiler

Report is that the boiler is finished; hot water takes a little while per patron report.

Reviewed June 8 Selectboard meeting minutes, Jessica read aloud "Library boiler update. The old boiler is gone. They are finishing off the final hook up. The tank is in place, the tank has fuel in it and it is ready to go. Just a few small things left to do and the job will be complete." No mention of Boiler in Selectboard Draft June22 minutes upon review.

b. ADA Entry / Bathrooms

Candace shares feedback from Town Administrator – the Town is hoping to complete one of the bathroom remodels this summer. Per Town Administrator the entrance is on their list as a future need.

c. Community Room Use Policy – Moved to discuss into subcommittee report.

d. Review Actions Steps from June 2015

Reviewed and updated.

Candace did find one grant but the building had to be greater than 50 years old. Our building is 1972 – couldn't qualify for this one grant. Jessica and Candace to continue to look as we can.

Sue comments that one library was able to use their book sale monies to cover the fees of incorporating their “ Friends” group – would our friends group consider this an opportunity - a one time thing? If the fees of Incorporating are the barrier – would the Friends consider this “Town Book Sale” fundraising opportunity that they could lead? Where they solicit donations and consider this an opportunity to sell books, late fall – get all the end of summer books in? Approach the Friends in fall about this – how can we help them overcome the barrier to pay the fees to incorporate?

e. Other - None

7. New Business –

Reviewed the letter provided by NAMI Family Support Group that meets at the Library. They have a certificate of library insurance. NAMI is asking for waiver of room use fee to continue their monthly support group meetings.

Motion: Moved by Dan to waive the room use fees for the NAMI Family Support Group including deposit through the end of July 2016, seconded by Gary.

Motion carries.

Photocopier currently not working – Xerox brand we own this unit, no contract for service. Took manual out, couldn't figure it out. Asked a patron who is minded for this type of work, he didn't know what to do. Dan will inquire with the Town if they may have a service contract that could extend to help our machine out. Back up plan would be to see a town resident may be able to volunteer their time (pro bono) to come and try to repair our unit. We don't have a fax machine that we could make copies with. 9 year old unit, approx. 1000 copies annually.

8. Reports from Subcommittees

- a. Evaluation Process Subcommittee – Gary and Dan to schedule a time to review the documents. Gary was able to attain the documents that included the review that we previously put together. Gary and Dan to meet this Friday in Burlington at 12:15pm to finalize the document and then set a time to review with Sue.
- b. Policy & Procedures Subcommittee – Candace presents final photo release form – The approval of the form came out of subcommittee and today. Board approves

the use of this form starting July 13, 2015. Sue will begin using this form. (See last page of Minutes for copy of this form)

Candace provides updates re: the Community Room Use Policy – Town is back to individual forms, back to individual user agreements – all non-profit waivers must be approved ahead of time by the Board of Trustees.

Candace reviewed the attachments that Town Administrator sent her. She replied via email to Town Administrator, Matt Crawford and Paul Jensen, Selectboard members – still had questions re: the Library Meeting Room Use Agreement and Policy Acknowledgment.

Discussed previously and seemed to agree previously no longer security deposit required but the current policy sent indicates under #2 which compared to Town of Georgia Facility Use Policy document under 3b – language is different – would like to see language and requirements similar to other departments. Observe inconsistency in our policy vs. other department user agreements. #11 and #12 don't apply to our library under "Town Library Meeting Room Use Agreement". This final draft doesn't have a #15. All documents provided by Town Administrator indicate Effective 6-22-2015.

Now we are concerned that this approved policy will be a new barrier to use the Community Room. We need to ask the non-profits to send in the letter far ahead enough in time to allow the Board to approve waiving room use fee. Candace asked Town Administrator if there is a grace period – was not provided an answer to date.

Sue remarks she was supposed to have the Hospital here for a program to use the Community Room – asked them to send the letter to waive the fees so she could present it to the board; they didn't send it – and are not here to use our community room.

Dan feels \$100 security deposit needs to be changed to indicate this fee (in addition to the room use fee) can be waived by approval of Board of Trustees.

Sue shares she was contacted by a Four Wheel club to use the room – she explained there was a new policy adopted, she sent to the gentleman via email to look over, she never heard back from them to utilize the Community Room.

Reviewed as a Board our understanding:

Currently policy stays 1.) Sign Use Agreement and Policy Acknowledgement form.

2.) Write letter w/ in 30 days of meeting so Board of Trustees can approve waiver of Non-profit and other groups may apply in writing for waiving Room use fee.

3.) Company must provide Certificate of insurance / if not sign liability of release waiver .

4.) Security deposit – matter is still unclear to this board. All other town facilities have mechanism for waiving the Security Deposit fee – ? Candace has already asked the Town Administrator for clarification around this. This Board would like to have the ability to waive the security deposit fee AND the room use fee upon written request.

Motion: Moved by Jessica to extend a blanket approval of any non-profit request for waiver of room use and security deposit fees as received by library staff through August 10, 2015, our next Board of Trustees meeting, seconded by Candace.

Motion carries.

*All other facilities have the ability to waive the security deposit. That is not in Library policy, was that an oversight? is there a mechanism available re: the security deposit?

Need to ask the Town to incorporate the line that indicates “a \$100 security deposit is required from all users unless a waiver of use fee is granted by the Selectboard. Organizations and groups may apply in writing to the Selectboard at least 30 days in advance of their requested use date to request the fee waiver” – the Library Board would like this to read language that indicates the Library Board of Trustees would waive BOTH the security deposit and the room use fee.

Candace will follow up with Town Administrator.

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

10. Date of next regular meeting, August 10, 2015, 6pm at Georgia Public Library. Jessica notes she will be absent; Jimmy has already noted he will be absent from this meeting as well.

Motion: Moved by Dan and seconded Gary to adjourn the meeting at 8:00pm

Motion Carried.

Respectfully Submitted,
Jessica Denton, Secretary

PHOTO RELEASE FORM

Georgia Public Library

During your visit, the staff may take pictures of your group for use in our promotional, outreach, and social media platforms. We ask you provide permission to photograph the event and use them in our print and/or electronic format materials. If you are willing to let us do so, please read and sign:

I give permission for the Georgia Public Library to photograph me and my children for use in outreach and promotion including both print and electronic platforms. All photographs remain the property of the Georgia Public Library and may be used as the library sees fit.

Date : _____

Signature: _____

This release may be rescinded, please contact the Georgia Public Library.

Print Name: _____

Children's Name(s): _____

If you have any children/ adults who may not be photographed, please list them below. We will work with you to keep them out of any photos taken.

THANK YOU!