

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
Monday, August 15, 2016
Minutes

Board members present: Margo Coy, Dan Walter, Narda Carlson, Becky White, Mary O'Neil

New Director present: Bridget Stone Allard

Margo announces that the Friends of the GPL are now active. References recent communication from Jessica Denton.

Discussion of establishing email address for new Director. Dan will check GPL domain to set up email accounts on that.

Narda – the State of Vermont used to host all that.

Birthday party report by Narda. Milton Independent gave us really nice press. The Messenger gave us a photo. Silent Auction brought in \$175; \$765 in other donations for a total of \$945.00. Cost was about \$78 and change. Money was earmarked to pay for celebration, and 120 items for the library. Only one person has not picked up their silent auction items. All thank yous have been sent out. A letter in the next issue of the Milton Independent to thank all our sponsors. We decided that we did not need to do a post-mortem, as we won't do this again for another 5 years. Community support great. \$765 from 13 companies. A significant amount from a small gathering.

Becky – Brenda from Exit 18 made a comment that the press was fantastic. They were happy they were included in it, and think they will get business from it.

Dan Walter – great help from the Boy Scouts, including the potential for an Eagle Scout project to finish the bathroom. We can follow up. I have his contact information.

Narda – a couple of families stayed for the whole event.

Margo – A well-organized event.

Narda – Kathy McConnell did a great job organizing.

Margo asks Dan what to do with Bridget's signed information. The Town of Georgia already has copies. Discussion of where to put personnel information. Will discuss under New Business.

Treasurer's Report – has a check for \$12.50 from the Lake Monsters. Only 5 tickets were sold. Dan thinks there was a problem with the website. If you navigated the website, your interest in attending on the special Georgia date appears to be lost and the proceeds to have gone directly to the Lake Monsters. It doesn't seem correct; discussion about contacting the Lake Monsters to check the accuracy.

Margo suggests we take it up with them, in case we were approached by them in the future. Dan agrees to contact them.

Dan – current balance \$1,988.10 in checkbook (without Lake Monster money, birthday celebration and Silent Auction money.) Dan explains checkbook to Bridget. Two outstanding requests for reimbursement. Should those come out of the checkbook? Narda – wherever that money is deposited (points to envelope.)

Margo calls for a motion.

Narda – I move we reimburse people with funds raised by the Birthday celebration.

Becky White – 2nd.

Vote 5-0

Motion carries.

Dan – 2 checks to be written. Small amounts.

Margo – what do we usually do with the checkbook?

Dan – I would like to ask Sharon. I don't see copies of the checks.

Bridget – who does the check writing?

Dan – not me. The town? We need to get Bridget added as a signatory, remove Sue's name.

Margo – has heard from Sue, she is back. She is willing to meet to discuss these kinds of things.

Dan – yes, let's ask her where the checkbook is.

Dan -Pay rate for Laurie Reynolds – whatever you are paying Mary. I don't have a budget balance or demonstration; I can make one from the report I got today, but I know it is incomplete. I checked the Town website, and was not able to get information from posted minutes. We may have to go back and make another request for funds.

Margo talked with Mike McCarthy.

Narda – State law starting January 1, 2017. Policy or state law, whichever is most advantageous to the employee. Every organization's sick time, I believe vacation, paid time off, has to meet state minimum as of January 1, 2017.

Narda – We all received applications in our email from several applicants, and all but one had a social security number on it. Please destroy all those emails, as security is compromised.

Bridget – that happened in Essex. Identify theft issue.

Margo – we can't as a board...

Bridget – are you still comfortable accepting the position knowing that?

Dan – she signed the paperwork.

Bridget – I am interested in the appropriate resolution.

Margo – I told Bridget that we cannot guarantee benefits. We designed this that for down the road, we hope to provide benefits.

Mary O'Neil – We may wish to contact town counsel to ask about the applicability of this new law.

Becky – motion to accept treasurer's report.

Narda – 2nd.

Vote 5-0.

Secretary's reports – Minutes of July 18, 2016.

Motion by Narda to accept July 18 minutes.

Dan – 2nd.

Vote 5-0.

Motion carries.

Minutes of Special Meeting August 6, 2016.

Motion by Dan Walter to accept as presented.

2nd – Becky

Vote 5-0.

Motion carries.

Minutes of Special Meeting August 1, 2016.

Motion by to accept minutes as read by Dan Walter- Becky

2nd- Narda

Vote 5-0.

Old Business

Dan - I found the purchase orders, printed with numbers by the town. I need one of these to pay this one. I don't know if I need the others because we are reimbursing out of the checkbook.

Margo – did Lara order this?

Dan – no, by Sue. They were previously ordered. The rest of these belong to Bridget.

Becky – to Bridget. Get used to it, it's your job. [laughter]

Becky – who has the deposit slips for the checkbook?

Narda – I bet if we do a quick search we will find it in the office.

Dan – we are going to ask Sue.

Mary O'Neil - I received an email Friday from Professor John Lens P.E. Can we meet Monday? Discussion of Capstone project, will speak with prof. Lens this week, meet next year.

Narda – not 17 FY; likely 18'FY.

Mary – wish list?

Dan – heat zoning, median, another entrance to the building, (ADA accessible), and reorganization of internal space.

Bridget – Deborah Rawson Library has an entrance that leads into the community room, so the library doesn't have to be open to have events.

Other business continued-

Narda – Margo did sign the “thanks for applying” letters, will be sent after today.

Narda ask Bridget to look at the staff schedule.

Margo – Bridget asked for at least a week to see how the staffing works. I told her that I would like to see by the middle of September how many people we really need to make it work. Some kind of matrix. We need to change the concept. She can flip the page and it is blank – currently 52 hours a week.

Narda – We have for a long time only one person. Bridget should get to know the people, know the hours, and know what you need for support. Come back in September with a plan. Need to look at the pay rate, budget. See how that works together, how that splits among staff.

Mary O'Neil – the person uniquely qualified to determine needs is Bridget.

Bridget – how many overlap hours are you comfortable with? Your original offer was 24 hours with 2 floating hours. How do you envision it now, with 29 hours?

Becky – You will have the handle on that. You are getting to know the library. While doing administrative type stuff, you can have somebody sitting at the desk, checking people in.

Narda – Mary and Laurie are on sub status. Lara is assistant. Sue considered Mary permanent, but not formerly adopted by the town. I understand that Heather Grimm and somebody else were being reimbursed by the town, scheduled out until the end of August.

Becky – Heather and Laurie were at \$10/hr.

Narda – and Mary.

Mary O’Neil – motion to direct Bridget to get a feel for the needs of library staffing, and to report back to us the third Monday of September. (the 19th)

Narda – 2nd.

Vote 5-0.

Motion carries.

Dan should continue to check with Amber and Mike about the status of the library budget and when we resolve Sue’s separation pay. We need to know how much we have to work with. That is something that needs to be done.

Narda – Margo and I received an email just before the meeting from Lara asking for Bridget’s email.

Discussion of request to share Bridget’s email, and Bridget agreed to meet with her.

Margo – I told Bridget that it was proper for us to pay her for 2 ½ hours to meet with town officials and attend this meeting.

Dan, Becky, Mary agree.

Margo – where are the timesheets?

Bridget – they are going to email it to me. I will look into the Georgia Public Library domain situation.

Dan - Georgia Public Library vt.org. I think Lara has the site information to manage it.

Mary O’Neil – It is appropriate for the Chair to communicate with the town that this board accepts the time expended so far for Bridget to begin her employment here. It would be awkward for her to submit her timesheet without our acknowledgement and approval.

Becky – 2nd

Vote 5-0.

Bridget asks about whether she approves her own timesheets.

Dan – yes, as a board, we extend that obligation to you.

Narda – Now can we put the bio and Bridget’s photo on the webpage?

Dan – that is Lara’s job.

Mary O'Neil – asks about appropriateness of Assistant Librarian posting information when she herself has expressed an interest in future appointment under this director? I am worried about the odd dynamic.

Narda and Bridget will post the information as a team.

Mary O'Neil – it is never a good idea to have just one person assigned a task. Like bookkeeping. The Facebook page should have more than one person doing revisions, adding content.

Dan – a motion – The Board of Trustees resolve to?

Margo - the Trustees are honored to joyfully announce our interim director.

Becky - 2nd.

Vote 5-0.

Dan – Sue had been meeting with Mike McCarthy. I suggest we suspend those issues until we figure out how that ended.

Margo – Every time we arranged to meet with Mike, he cancelled it. He was not particularly interested in meeting with us.

Narda – If Bridget has any questions, she should call Mike.

Bridget – If toilet overflowing, shut off water, call Mike.

Dan – yes – we have his cell phone number, office number, home number.

Mary O'Neil – Motion to adjourn 8:00 pm

2nd – Becky

Vote 5-0.