

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, September 19, 2016
Minutes

Board present: Margo Coy (Chair), Narda Carlson, Becky White, Dan Walter, Mary O'Neil.

Director present: Bridget Stone Allard (6:37 pm)
Members of the Friends of the Georgia Public Library.

Meeting called to order 6:30 pm by Chair Margo Coy.
Vote to rearrange the agenda to accommodate our guests.
Motion by Narda Carlson, 2nd Becky White.
Vote 5-0.
Motion carries.

Friends of the GPL

Presentation by Jessica Denton, President of the Friends. She introduces Caroline Bright (Secretary), Heather Grimm (Treasurer), Talitha Roque, (Vice President.) Caroline expresses her ideas about great performance opportunities in the community. Her experience is with the Haston Library in Franklin.

Jessica outlines interest in Friends, ready to take the next step toward 501.(c) 3. Picked up where Jeff Marshall left off. Increase awareness about the rich resource of the GPL.

Discussion about opportunities. Renewal of Memorial Day parade, dress up like your favorite literary character, dress like historical character in conjunction with the Georgia Historical Society.

Dan Walter – suggests that they have a regular attendance at our trustees meetings.
Heather Grimm – You could provide a wish list to us.
Discussion of potential ideas. Decorations. Displays.
Talitha has a big collection of items from the Orient.

Bridget offers suggestions. Banned Books week. Great to have a display; she has seen them wrapped in brown paper. Keep things fresh with those kinds of displays, along with collections. It peaks peoples interest.

Board thanks group of the Friends.

Minutes

Mary suggests minutes be taken as a substantive discussion and actions, rather than a transcription model.

Narda 2nd.

Vote 5-0.

Motion carries.

Discussion of August 15, 2016 minutes.

Board agrees to revise specific sections of the draft minutes.

Board discusses minutes; determines where revisions appropriate.

Dan Walter –motion to accept minutes of 8/15/2016 as amended.

Narda Carlson – 2nd.

Vote 5-0.

Library Director's Report

Bridget Stone Allard distributes and presents.

Initial discussion of problems with printer and scanner.

Discussion of software.

Discussion of physical building improvements. Bridget said Mike McCarthy said he will pay for wall to be repaired; flooring not to be touched. Bridget says the flooring tiles are coming up. Board discusses public health issue, likely asbestos exposure.

Dan tells Narda that we have \$156 dollars to think about from the reserve fund.

Bridget says we don't have an operating system that is functional.

Narda – we need to see what we can do first.

Dan has a question in to the town treasurer regarding how to calculate time and vacation.

If we choose to make the Library Director a benefitted position, we need to know what formula to use.

Margo's discussion with Mike McCarthy said Bridget is only entitled to sick leave.

Dan Walter – we have our own budget. We need to figure out how to prepare our budget.

Bridget discusses domain name and email address. She asks Narda for help.

Dan Walter – Jimmy Allen set up domain name, Ryan designed website.

Bridget asks for contact information.

Discussion of staffing; two assistants each get 10 hours/week. Lara has submitted her letter of resignation tonight. Bridget suggests using volunteers to maximize dollars. Connection with high school students; provides snacks, opportunity to get their community service time.

Presentation of other challenges; Story Time, staffing, using skills of existing staff.

Discussion of Bridget's suggestion of more hours, need for trained staff. Board responds that this is what we have to work with. We don't have the money; balance of raising her hours versus paying assistant \$14/hr.

Dan Walter – we are a little under budget on salary. We have a little flexibility.

Narda – We could close the library, adjust hours; it has been suggested Friday evening.

Dan Walter – if you want to consider changing hours to have more time, Bridget can be here to train staff or work by herself patron free, she may do that. Start a search for an assistant.

Mary O'Neil – suggests contacting GEMS parent group to identify potential parent volunteers.

Parents could mend books, wipe down children's book, shelve.

Bridget shares good stories from her first week here.

Narda exits 7:47 pm.

Treasurer's Report

Dan Walter – Overall, we are under budget by \$3,400 and change, pro-rated. 72% of the year gone. A large portion of that is coming out of salary because Maureen and Sue gone. Much lower paid people doing that work for a while. We had \$856. budgeted for sick, but spent \$2350.00 because that was paid out to Maureen and Sue. We have \$500 on the retirement that we won't be paying. Operating budget, we are really under budget on the on-line resources. Sue said something big is due in December: *Listen Up Vermont*. Children's Books we are way underspent. Bridget says she just did a big order.

Mary O'Neil – when budgeting comes up, I would like to participate with discussion about summer reading program funding.

Becky invites her to join the budget committee.

Discussion of line items. Library Revenue has zero dollars in it. What's the roll of the checkbook, how does that play in our budget?

Becky – where does overdue book funding go?

Dan Walter – and pile of money from birthday bash. What is the role of the checkbook, as reflected in our budget. We need to talk to Amber.

Margo – I suggest we write a letter to Chris Letourneau, Amber to invite them to our next meeting to specifically discuss budget, including town policy for employment.

Bridget asks about ordering 50 audio book cases; \$569.00 plus S & H. We need them. Out of library supplies item? Leaves us with \$122.95. Also, covers Baker and Taylor put on the books we receive. On a small order, \$10. Larger order, \$30.00.

Dan Walter – why don't you use AV line? We have \$800 in that column.

Bridget – Need to maintain that item. I want to buy more audio books, they do well for us.

Dan Walter – checkbook item. Large expense, infrequent. \$1,138 in checkbook. That does not include deposits from Birthday celebration, which should be about another \$300.00. Ask Sharon, Amber or Bridget.

Becky – Motion to accept Treasurer's Report as presented.

Margo – 2nd.

Vote 4-0.

Motion carried.

New Business

Board acknowledges the submitted resignation of Lara Bessette effective today, and forwards to the town. The Library Director is in charge of identifying a replacement.

Mary presented to Professor John Lens' PE Capstone students at UVM September 2, 2016. Our project is among 5 available to student teams. Mary gave a short powerpoint presentation to the amphitheater of engineering students.

Mary heard today from four UVM students selected for the project. They are interested in obtaining any construction, maintenance, and repair documents for our building, will want to meet with us a little later on. Project is a year-long engineering project that will identify solutions to problems (vehicular access from US Route 7, problems with median, need for handicap accessible entrance to building, grade issues, h/c parking, and potentially addressing issue of uneven heating in the building.) The final project should be a design solution and set of construction drawings, early May.

Mary shares letter with Margo, to ask Town representatives for requested plans.

Dan Walter – Move to postpone the remaining items for the next agenda in October.

Mary O'Neil - 2nd.

Vote 4-0

Motion passes.

Meeting adjourned 8:17 pm.

Dan to Mary – check with County Courier about correcting posting of our meeting agendas.