

*Board of Trustees Minutes  
Georgia Public Library  
Meeting Date: September 14, 2015  
Date of Approval: October 19, 2015*

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

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on Sept 14, 2015. The meeting convened at 6:10pm. Called to order by Dan Walter, Chair.

1. Approve minutes of August 10, 2015 meeting.

Discussion: Sue would like to suggest two edits under Librarian's Report. Edit the Community Room air conditioner was fixed by Chris Letourneau, (not Chris Farnsworth). Edit under Young Adult budget to indicate Sue will use funds from Impact Fees budget line to purchase any further items for the Young Adult Collection this budget year. No further discussion.

**Motion:** Moved by Gary and seconded by Jimmy to approve August 10, 2015 minutes with two above described edits.

**Motion carried.**

2. Friend of Library – no report provided at time of meeting.
3. Website updates: New website is up; old website is forwarding to the new site. Gratitude expressed to Ryan Rivard, Community Volunteer who assisted in building this website. Thanks to Jimmy who also facilitated and participated in this activity. Discussed adding a "Links" section to the new site. Jimmy and Ryan will work on adding this. Jimmy encourages Sue to provide any photos she'd like to get on the site from library events / programming.

4. Librarian's Report:

Discussion: Librarian would like Board's approval to purchase two shelving units from Home Depot (Cost \$50 each) to use to organize the small meeting room in back of library. Patrons have still been using this space for private study or other however it is in need of organizing. Board approves this purchase.

Books have been selected for the CliF grant – books should arrive in later Sept – in time for the kick off program in partnership w/ GEMS.

Community Volunteer, Flora Hurteau has offered to be a guest reader on a regular basis for story time. Maureen will attend story time and prepare the craft. Gratitude to both for this new partnership.

Workshop on Sept 30 in Berlin, education opportunity on passive programming in community library. Will be 9-12pm, library will open on that date at 1pm. Board agrees to this plan. Library is offering co-sponsored program with Conservation Commission on Georgia Town Forest, Monday Oct 5 at 6pm.

MAC Computers will be updated by community volunteer, Jon Zap. This will occur no earlier than November. Agree to increase memory of 4 gigs for \$30 each, money will be budgeted from line item "equipment repair". Gratitude to Jon Zap.

Librarian would like to plan for a teen advisory board to be created – would like to see some funding in 2016 budget to support such an advisory group.

Sue provided per request of Northwest Region Commission – data from 2014 on Library: Holdings = 20,987. Patronage = 15,000. Circulation = 33,272. Community Room Use = 336. Computer Use = 1472.

## 5. Treasurer's Report

Discussion: Gary provides overview of Budget Status Report.

We are currently at 70.2% of the year. Current budget spent is at 69.49%. Board thanks Sue, Librarian for mindful / resourceful use of budget. Gary believes the utilities expenses will level off with the recent improvements. We should see the new boiler make a remarkable difference in this line item. Thanked Gary for this report.

## 6. Old Business

- a. Boiler – electrician has not yet signed off and possibly one other unmet task regarding new boiler. Sue states she has requested a regularly scheduled meeting to occur with Georgia Town Administrator – she reports the Boiler is on her list of items to discuss. She is hopeful to meet with Town Administrator on Weds Sept 16 at 3pm. Pending reply.
- b. ADA Entry / Bathroom Renovation – this item is also on the list to discuss with Town Administrator. Unclear to this Board if the Bathroom Renovation will occur this calendar year. No feedback was ever received after submitting ADA Checklist to the town.
- c. Community Use Policy – no further feedback to this Board from Town regarding the changes that occurred to the Community Room Use Policy.
- d. Review Action Steps from August 2015
  - i. Learned that there is no legal issue to try to have a small "coin drop" offering at the Circulation Desk that would specifically be clearly labeled to "Support Friends of Library. Sue will look into logistics of how to secure such a collection opportunity to the desk for when the librarian is away from the circulation desk.
- e. Other – none

7. New Business

- a. Budget Subcommittee formation – Dan, Gary and Jessica agree to form Subcommittee to plan proposal for 2016 budget. We will meet on Sept 30 at 6pm. Discussed our plan to increase salary and programming while keeping utilities line as is. Discuss putting proposal together within subcommittee and will discuss Preliminary Budget during our next Board Meeting. We will then discuss what date we should ask to be on the Georgia Selectboard Agenda to discuss our budget plan with them.

- b. Other – Approval of Non-Profit Requests for Room Use

**Motion:** Moved by Jessica and seconded by Dan to extend a blanket approval of any non-profit request for waiver of room use fee and security deposit fee as received by library staff through October 19, 2015, our next Board of Trustees meeting.

**Motion carried.**

8. Reports from Subcommittee

- a. Policy & Procedure Subcommittee – no report tonight.

9. Executive Session – not needed.

10. Date of next regular meeting October 19, 2015 at 6pm at Georgia Public Library.  
(October 12 is Columbus Day Holiday).

**Motion:** Moved by Dan and seconded by Jimmy to adjourn the meeting at 7:05pm.

**Motion carried.**

*Respectfully Submitted,  
Jessica Denton, Secretary*