

*Board of Trustees Minutes
Georgia Public Library
Meeting Date: January 11, 2016
Date of Approval: February 8, 2016*

Present: Dan Walter, Gary Deziel, Candace Truso, and Sue Webster

Absent: Jessica Denton, Jimmy Allen

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on January 11, 2016. The meeting convened at 6:08pm. Called to order by Dan Walter, Chair.

1. Approve minutes of December 14, 2016 meeting.

Motion: Moved by Dan and seconded by Gary to approve December 14th meeting minutes with one edit to change the error of date from January 15th to January 11th under new business.

Motion carried.

2. Friends of Library Updates
No Updates

3. Website Updates

Ryan will be stepping down with volunteering and Lara, Library Staff, will be taking over the task of updating the website. Dan will make an appointment with Lara to make a project plan.

4. Librarian's Report

- A discussion was had on the propane option for prepay, will call delivery or auto delivery. The library will revisit payment options before July as the options are not available until after the winter season is over.
- Sue discussed the Comcast internet speed flash drive test. The internet speed was very good based on the flash drive provided by Comcast.
- A discussion was had on the role of the substitute for 2016 in relation to salary and benefits. Now that the substitute will be in every other weekend for staff coverage, it changes the role from substitute to a part time employee. Sue will discuss this with the Town Administrator.
- Sue discussed RiseVTs programing for healthy living and their offer to work with the GPL.
- Sue discussed her meeting with the town administrator. Permits will be needed for plumbing and electric. Sue shared Mike McCarthy's idea for ADA requirements. However, it was discussed that the documents provided by Jessica Denton and

Candace Truso should be reviewed again for ADA requirements. Sue will meet with the town administrator again to review the timeline for capital projects.

5. Treasurer's Report

- Gary discussed the end of the year budget. Sue was very close to using up the whole budget by having \$780 left over. Gary discussed having an encumbrance line for salary and benefits of the library's budget because salary is predictable. Gary will discuss this with Amber in the town office to integrate the encumbrance of payroll into the budget status report. Sue has done a fantastic job managing the library's small budget.

6. Old Business:

- Bathrooms renovation
 - Sue will ask the janitor if he can install the Koala changing station based on the Town Administrator's suggestion.
- Review Actions Steps from December 2015
 - Action steps reviewed and edited. This tool helps to keep Board on track of tasks to complete.
 - i. The Library has decided not to continue to use the Mango Languages after the free trial after a lack of interest.
- Report from Monthly Librarian Mtg with Town Administrator
 - i. Building Updates
 - Dan discussed the need to have plan for the capital projects from the town. Sue will pursue her discussion with the town administrator.
- Other –
 - None.

7. New Business

No new business to discuss.

- Other

8. Reports from Subcommittees

- Policy & Procedures Subcommittee

The subcommittee is reviewing the documents and will bring a final updated library policy and procedures manual with forms to be adopted by the board at the next meeting.

- Budget Planning 2016 Subcommittee – did not meet.
- Web Subcommittee - did not meet.

9. Executive Session (if needed)

None needed.

10. Date of next regular meeting, February 8, 2016 at 6pm at Georgia Public Library.

Motion: Moved by Dan and seconded by Candace to adjourn the meeting at 7:20pm.

Motion carried.