

*Board of Trustees Minutes  
Georgia Public Library  
Meeting Date: December 14, 2015  
Date of Approval: January 11, 2016*

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

Guest: Lara Bessette

A meeting of the Board of Trustees, Georgia Public Library, was held at Georgia, VT on November 9, 2015. The meeting convened at 6:01pm. Called to order by Dan Walter, Chair.

1. Approve minutes of November 9, 2015 meeting.

No discussion.

**Motion:** Moved by Dan and seconded by Jimmy to approve November 9<sup>th</sup> meeting minutes with no edits.

**Motion carried.**

2. Friends of Library Updates

Materials dropped off by Jeff Marshall.

3. Website Updates

Jimmy discussed some updates still needed for the website, such as password needing to be reset and Ryan gaining permissions.

4. Librarian's Report

- Sue discussed Mango languages not being as widely received as she had hoped. It was advertised with front porch forum, Facebook and school bulletin.
- The "Giving Tree" was very successful with gifts going to 16 children and 1 senior. Additional food shelf items were also received at that time.
- A discussion was had about every other Saturday coverage from the substitute, Mary.
- The Board agreed the AARP tax preparers will be January 11-14<sup>th</sup> and will be allowed to be in during nonbusiness hours for their meeting.
- A discussion was had about a patron having concerns about the speed of the internet. Sue will contact Comcast about the level of service we should be provided. Additional discussion about a patron concerns was had. Another patron would like the library to be more quiet during events

and programs. The library will look into noise cancelling head phones to help accommodate sensitive noise levels.

- Jimmy discussed the library circulation and patron statistics will be tracked in a google drive account.

5. Treasurer's Report

Gary discussed 95% of yearly budget has been spent. Sue and Gary discussed the library will likely be within budget at the end of the year but it will be very close.

6. Old Business:

a. Bathrooms renovation

Bathroom renovations are on hold, Sue will request a clarification from the highway department on the status of the renovations.

i. Koala changing stations

One station has arrived. Sue discussed asking the town administrator if the GEMS janitors could possibly install the stations since they are covered by the town's insurance.

b. Community Room Use Policy

Candace provided the final draft for the Community Room Use Policy.

**Motion:** Moved by Jessica to approve the Community Room Use Policy and seconded by Jimmy with no edits.

**Motion carried**

Dan announced that hence forth the policy will be in place and will be used.

c. Review Actions Steps from Oct 2015

Action steps reviewed and edited. This tool helps to keep Board on track of tasks to complete.

- Gary will re-approach Town Office team about sending an automatic Budget Status Report the week before any Georgia Board of Trustees meetings.
- The board agreed that nonresidential inter-library loans would not be accommodated.

d. Report from Monthly Librarian Mtg with Town Administrator

i. Building Updates

It was discussed if the propane company should have the library on automatic delivery. Dan inquired if the propane company has any lock in rates/ pre-buy for the Library to save money during the winter months and

as an attempt to better control the budget. Sue will look into our options on authorizing orders of propane.

- e. Other –  
None.

## 7. New Business

- a. Approval of Non-Profit requests for room use

**Motion:** Moved by Jessica and seconded by Jimmy 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 January 11, 2015, our next Board of Trustees meeting.

**Motion carried.**

No requests were received this month.

- b. Other

- i. Lara Bessette's Website Proposal

Lara joined the meeting to discuss her proposal. A detailed and professional proposal was brought to the board by Lara Bessette on updating the library's website. Jimmy discussed new pages to be added to the website should be approved the board prior to being created. However, updating current pages and adding Facebook links and a feed side bar is a great idea. Reference links provided in the proposal to be added to the website should be linked with all text metadata. Jimmy also suggested that Lara starts with updating the current pages and have Lara train others with updating the pages. Dan discussed his concern with the amount of time during working hours this would take Lara to accomplish and does not want her other duties to fall behind. Dan would like to turn this proposal into a project plan with an estimated timeline and have a board sub-committee be formed. Dan then suggested that Jimmy, Lara and himself meet and go over the proposal as a project plan, review the process, and create a timeline for the project during Lara's work hours. Jimmy will speak with Ryan about getting Lara started.

## 8. Reports from Subcommittees

- a. Policy & Procedures Subcommittee

This subcommittee has met and has their tasks. They will meet again on January 4<sup>th</sup> 2016. The members will have items ready for approval for the January meeting.

- b. Budget Planning 2016 Subcommittee

This subcommittee would like to request the status of the board's proposal from the select-board.

9. Executive Session (if needed)

None needed.

10. Date of next regular meeting, January 11, 2016 at 6pm at Georgia Public Library.

**Motion:** Moved by Jessica and seconded by Jimmy to adjourn the meeting at 8:01pm.

**Motion carried.**