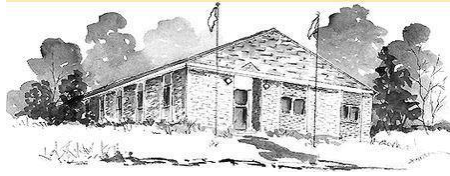


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



Library Trustees
Ben Ebert, Chair
Deb Woodward, Vice Chair
Sara Walker, Secretary
Bob Giroux, Treasurer
Cindy Rutkowski, At Large

Georgia Public Library Trustee Meeting
Monday, September 19, 2022, 6:00 - 8:00 pm
Location: Georgia Public Library
MINUTES – APPROVED

Attendees: Ben Ebert, Deb Woodward, Sara Walker, Bob Giroux, Cindy Rutkowski, Bridget Stone

1. Call to order: 6:00pm
2. Opportunity to add or remove items
3. Public Appearances: None scheduled
4. Secretary's Report: Attendance taken and minutes from August 15th, 2022 review and approval
 - a. Deb clarified committee details for 10a. Cindy moved to accept minutes as amended, Sara seconded, all approved.
5. Treasurer's Report:
 - a. At two thirds of the way through the year, budget is spending as expected. Received general ledger today, still need to reconcile with our budget.
 - b. Bob would like to meet with Gary Deziel (former trustee treasurer) and Bridget regarding year end budget and budget planning for the next fiscal year. This meeting will take place before the next trustee meeting.
 - c. Discussions regarding impact fees, grant status updates, budgets and spending.
6. Library Director's Report:
 - a. New budget model
 - i. This was discussed during the treasurer's report, and Bridget had nothing additional to discuss.
 - b. Staffing/On-boarding process with town
 - i. Two new staff members – Valerie Keller, Lead library assistant, will be working 20 hours per week. Fia Moser-Hardy, Youth Services Assistant, will be working 10 hours per week.
 - ii. There have been several challenges with onboarding Valerie and Fia. The proposed resolution: an official written process from the town outlining who takes on what responsibilities during the onboarding process. The new staff members have been here since September and there are still issues with payroll. Deb recommended contacting PayData directly as they may offer training on the payroll system.
 - c. Facilities: Mini splits, Efficiency VT
 - i. Two of the three AC units have been fixed. Regarding the third: The trustees have authorized Bridget to schedule maintenance for this unit so it is in working order. Floor Waxing was discussed and will be put on the calendar for spring 2023.
 - ii. Efficiency VT – Came to the library at the end of August. The report received and presented by Bridget.
 1. A graph presented shows how much electricity is used when the library is closed. The amount used is high, which lead to discussions regarding how much energy is used by the Food Shelf. Continued discussion lead to the idea of the Food Shelf having it's own line in the town budget.
 2. Additionally, the question of the boiler's current efficiency was discussed – what is the current efficiency? In 2015, the boiler was at 90% efficiency.

Also, add turning the boiler on and off (approximately November and April) to the Town Public Works/Library Maintenance calendar.

3. Insulating window inserts were also discussed as a future option for the library.
- d. National Libraries of Medicine /AARP Grants
 - i. Not officially announced, met to discuss ideas on what the money can be used for. One idea was updating the community room (including a new door) to make it more functional.
- e. Personnel policy updates
 - i. The town is updating their personnel policy. The trustees have left any suggested edits for this to Bridget.
- f. Jen Kale of Homestead Garden Designs has offered her services to winter in the front garden. The board is thrilled and hopes that this can be done prior to our Open House next month.
7. Old (unfinished) Business:
 - a. Open House
 - i. Cindy and Sara met to discuss ideas for the open house: food from local restaurants, activities, decorations, etc; Sara is making flyers, bookmarks and invitations and will send these to the board for approval.
 - b. Annual calendar for trustee functions and maintenance
 - i. Ben will put together the maintenance schedule and approximate yearly costs associated.
8. New Business:
 - a. Communication
 - i. Sara requested clarification regarding the communication process relating to new hires.
9. Executive Session, if necessary: A public body may only enter into executive session upon a majority vote on a motion made in an open meeting that indicates the reason for going into executive session.¹
10. Public Comment:
11. Concerns for the Selectboard: (NONE or list concerns)
 - a. Bob made a motion to request a credit card, with a \$1500 limit, from the town for use by the library director. Cindy seconded, all approved.
12. Confirm date of next meeting: October 17, 2022 from 6:00-8:00 at GPL
13. Adjourn: Cindy moved to adjourn at 8:16, all approved

¹ The only permissible reasons for going into executive session are set forth in 1 V.S.A. § 313. One category, requires the public body to make a specific finding that “premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage” prior to considering one of the following in executive session: contracts; labor relations agreements with employees; arbitration or mediation; grievances, other than tax grievances; pending or probable civil litigation or a prosecution, to which the public body is or may be a party; or confidential attorney-client communications made for the purpose of providing professional legal services to the body. Other things a public body may consider in executive session are: The negotiating or securing of real estate purchase or lease options; The appointment or employment or evaluation of a public officer or employee, provided that the public body makes its final decision to hire or appoint a public officer or employee in an open meeting and must explain the reasons for its final decision during the open meeting; A disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought; A clear and imminent peril to the public safety; Discussion or consideration of records or documents that are not public documents under the access to public records act. However, when the board discusses or considers the excepted record or document it may not also discuss the general subject to which the record pertains; The academic records or suspension or discipline of students; Municipal or school security or emergency response measures, the disclosure of which could jeopardize public safety. <https://www.sec.state.vt.us/media/514454/A-GUIDE-TO-OPEN-MEETINGS.pdf>