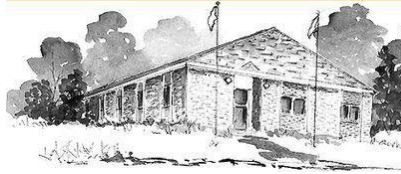


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



Library Trustees
Terry Cleveland, Chair
Sara Walker, Vice Chair
Kollene Caspers, Secretary
Bob Giroux, Treasurer
Deb Mann, Trustee

Georgia Public Library Trustee Meeting
Wednesday, March 13, 2024 6:00 - 8:00 pm
Location: Georgia Public Library
MINUTES

Attendance: Kollene Caspers, Terry Cleveland, Bob Giroux, Deb Mann, Bridget Stone, Sara Walker
Public Present: Suzanna Brown, Nancy Volatile-Wood, Craig Volatile-Wood

1. Call to order: 6:00
2. Introductions: Board and guest introductions made.
3. Nomination & election of Library Trustee Chair
 - S. Walker nominates T. Cleveland for Board Chair, All in Favor
4. Nomination & election of Library Trustee Vice Chair, Secretary and Treasurer
 - T. Cleveland nominates S. Walker for Vice Chair. D. Mann nominates herself. S. Walker appointed Vice Chair with 4 votes in favor, 1 vote to D. Mann.
 - S. Walker nominates K. Caspers for Secretary, All in Favor.
 - T. Cleveland nominates B. Giroux for Treasurer, All in Favor.
5. Sign Conflict of Interest, Social Media and Ethics Policies
6. Additional Items for Agenda?
 - No additional items added.
7. Review of Roles of Trustee and Director.
 - B. Stone provided handouts with information delineating roles and responsibilities of Trustees, Director and Friends of the library as provided by the Vermont Department of Libraries (<https://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Trustees/WorkingTogetherChart.pdf>)
 - S. Walker referred to the Trustee Board Training Focus: Trustee Duties recording ([Trustee Duties and Responsibilities - 2020 VT Library Trustees & Friends Conference \(youtube.com\)](#))
 - Discussion of administration, policy, planning, marketing, finance, law, meetings and professional networking ensued.
 - B. Stone recommended Trustees affiliate with American Library Association for additional resources.
 - Memo of Understanding (MOU) was discussed between the Georgia Public Library and the Town of Georgia regarding the building and maintenance while in use as the Library.
 - Website discussion, the hours for the library are current on the library website but will need to be updated on the Town of Georgia website.

8. Adopt the minutes of the 2/20/24 and 2/26/24 Library Trustee Meetings
 - R. Giroux made a motion to accept all minutes with no changes. S. Walker seconded the motion. K. Caspers, T. Cleveland and D. Mann abstained. Motion carried.
9. Treasurer's Report
 - a. Budget
 - Staff salaries are way behind other towns. Average library staff for similar sized towns is 4 staff members, GPL is currently at 1.95.
 - R. Giroux was hopeful for a larger budget, \$208,000 is ideal, but an 8% increase is a good start.
 - Discussion over the budget, percentage increase, and the Town of Georgia taking over the utilities in 2022.
 - R. Giroux is working with Town Treasurer April Edwards on Accounting policies to go along with a debit card allotted for library expenses, up to \$1,000/day.
 - b. Status of Grants
 - Grants received from Library Association and Department of Libraries included grants for a courier system (October 1- September 30) that will be difficult to utilize with fewer staff members.
 - National Library of Medicine Grant will run in Spring for one year. This grant includes funds for resources, books, and administrative services. R. Giroux and B. Stone will meet to finalize grant administration.
 - Other available grants to apply for include the Department of Libraries Summer Reading program grant and the Winnie Bell Learned Grant up to \$2,500.
10. Library Director's Report
 - a. Staffing
 - Current staff includes B. Stone, Library Director, full time; Megan, library assistant (Tue-Fri); and Amy, Library Assistant (Saturday only); as well as some substitutes when needed.
 - The library has reduced hours in an effort to utilize the library employee time most efficiently as well as to provide for staff safety, with two employees working at GPL at the same time.
 - B. Stone explained it has been a challenge getting day-to-day operations completed with fewer staff hours.
 - 2024 Summer Reading Program Theme: Adventure Begins at Your Library. B. Stone explained the summer reading program may be difficult to execute this summer with few staff members. Quality programming is key, so it is necessary a librarian/staff perform summer reading activities.
 - Volunteers can be utilized for any tasks that are not "behind the desk" such as stacking and organizing books, etc.
 - S. Walker suggested Geocaching as a Summer Reading Program activity.
 - A Library Hard'ack Pool Pass may be possible to lend out this summer.
 - b. Grant Opportunities
 - The U.S. Treasuries Capital Projects Fund for Libraries grant was submitted on 3/12/24. This \$1.4 million grant included capital improvements for an ADA accessible entrance, updates to the community room as well as funds for a Teen Space.

- A HUD grant, with a total of \$10 million earmarked for qualifying Vermont libraries, will be available in Fall 2024. Any library that applied but failed to receive funds from the U.S. Treasuries grant will be eligible for this grant.
 - A T-Mobile Hometown Grant offers \$50,000 for a community project, such as upgrading a library's technology. This grant is offered quarterly in 2024.
 - Smaller grants are available (a few hundred dollars) for summer reading programs through Dollar General, Michaels and Ben and Jerry's Foundation.
11. Personnel Policy- do we accept current town policy with rewrite of PTO
- Discussion for new Trustees on the history of the personnel policy and why changes are needed.
 - A few questions came up including legal precedent, possible ramifications to keeping the current policy versus enacting a GPL Personnel Policy, etc.
 - Tabled for next meeting while additional research is conducted.
12. Diversity Equity and Inclusion
- Town of Georgia Selectboard adopted the Declaration of Inclusion 1/29/24.
 - T. Cleveland applying for a \$10,000 grant from the Vermont Community Foundation for community wide DEI efforts. If granted, this would be administered by the Town of Georgia.
 - Ideas for community outreach include possible DEI speaker series at the library, trainings for Town of Georgia employees, departments and board members, etc.
 - T. Cleveland will start by reaching out to Bill Harnish and Al Wakefield of the Declaration of Inclusion Initiative.
 - Additional trainings discussion included local VLCT trainings, PayChex and any available risk management/insurance trainings that are offered for free or reduced costs.
13. Building Status: review inside and out
- Tabled for next meeting.
14. Confirm date of next meeting:
- Thursday April 18, 2024 1:30pm at the library
15. Adjourn
- D. Mann made a motion to adjourn at 8:09 p.m. All in favor.