

Georgia Public Library

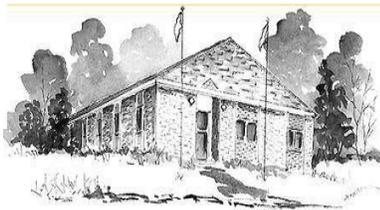
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Library Trustees
Paula Ralston, Chair
Linda Cramer, Vice Chair
Cindy Rutkowski, Secretary
Gary Deziel, Treasurer
Margo Coy, Member at Large

Final Trustee Meeting Minutes
January 28, 2019 6:30 - 8:15 pm

Attending: Bridget Stone-Allard, Margo Coy, Linda Cramer, Gary Deziel, Paula Ralston, Cindy Rutkowski

Paula called the meeting to order at 6:30 p.m.

1. Linda made a motion to approve the 12/17/18 minutes as written, Gary seconded, all voted to accept.
2. Friends of the Library - Margo has not been able to connect with the Friends of the Library. She suggested that a letter be written to ask whether they plan to continue so that we have a firm answer. Margo will write the letter. It was agreed that it would be most helpful to have such a group in the future.
3. Treasurer's report - Gary did a fantastic job with budget presentation to the selectboard. We ended up with a 13% increase and Bridget as a full time employee. If we ask for increases to staff hours in the future, we will need to show how staff time is utilized, perhaps with some kind of spreadsheet or report. Gary said that we ended 2018 with a positive balance of about \$1600. He also wrote a cash management procedure and ran it by Amber. Bridget will abide by this procedure for cash disbursements.
4. Librarian's report - KOHA is underway and a lot of work is ahead for the next 6 months. Bridget has a few volunteers who are willing to help with the process. She will write up task lists and procedures to guide everyone working on the project. The process of switching over will take about 6 months. Two Peoples Trust employees have offered to do a class on personal finance aimed at students. They will do the class during the time that students are in the library after bus drop off. On Saturday, February 2, Sue Halpern will speak at the library. At a conference in St. Albans, Bridget spoke to Alex Lehning, director of the St. Albans Museum, who might be a speaker at the library in the future. At the conference, Bridget also found out about a Vermont Arts Council grant for ADA compliance for which we could submit an application (up to \$30,000 with a match).
5. Old business - the Georgia Library Improvement Project group will meet on January 30th.
6. New business - A change was made to the Circulation Policy to increase loan of materials to 25 items including up to 6 DVDs and 10 audiobooks. Cindy moved that the change be made, Margo seconded and all approved the change. (A change was made to the policy for Community Room use. The first paragraph, pertaining to liability, was deleted. Margo moved to make the change and Linda seconded, all approved the change. *At the March 11, 2019 Trustee meeting, a motion was made to rescind this*

action). A discussion took place about the use of the room for private parties. The Committee agreed that we did not want to allow this.

7. *The Committee went into Executive session at 7:50 p.m. to discuss a personnel issue and came out at 8:10 p.m.
8. The meeting was adjourned at 8:15 p.m. p.m.

The next meeting will take place on Monday, March 11, 2019, 6:30 to 8:00 p.m. There will not be a meeting during the month of February,

*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>