

Georgia Public Library
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Library Trustees
Paula Ralston, Chair
Ben Ebert, Vice Chair
Cindy Rutkowski, Secretary
Gary Deziel, Treasurer
Margo Coy, Member at Large

Georgia Public Library Trustee Meeting Minutes
Nov. 18, 2019, 6:00 - 8:00 pm
Location: Georgia Public Library

Attendees: Bridget Stone-Allard, Margo Coy, Ben Ebert, Paula Ralston, Cindy Rutkowski

Absent: Gary Deziel (excused)

Paula called the meeting to order at 6:02 p.m.

1. Additions or deletions of agenda items - None
2. Review of Oct. 21st minutes - Ben moved that the minutes be approved with edits and Margo seconded. All approved.
3. Public appearances: None
4. Treasurer's Report: Bridget handed out packets for the current budget update and how the remainder will be spent. Ben moved that we spend the end of year budget as Bridget suggested and Margo seconded, all approved. Paula and Gary were not able to meet with the select board during November to present our draft budget,
5. Library Director's Report: Bridget presented the final Narcan/Nalozone procedure. Cindy moved that the procedure be approved as written and Ben seconded, all approved. Bridget would like Bill McSalis to do training as part of security/safety. The procedure will be provided to the select board for their information. Job descriptions have been completed for the Library Director, the Lead Library Assistant and the Library Assistant. Cindy moved that they be accepted as written and Ben seconded, all approved. Date of adoption needs to be added to both of the Narcan procedure and job descriptions. Paula will create an evaluation form for the Library Director. The inclement weather policy was reviewed. For now, the policy will remain the same (library closed if school is closed, late day storm closing and Saturday closings will be at the director's discretion - closings will be posted on Facebook and the website. Bridget distributed a final Overdue Materials Procedure. Cindy moved that the procedure be approved and Ben seconded, all approved.
6. Committee Reports: Paula is scheduling a meeting with Brian Haas for ADA work to be done in 2020. He will be meeting with the select board in December.
7. Old (unfinished) Business: The board calendar was reviewed. Margo asked if there was any progress on the outside lights and dimmers. Paula said the outside lights are on back order. Paula will check to see if dimmers are compatible with the lights we have.
8. New Business- Friends of the Library, Casey Waltz, Jessica Fike and Sara Walker met with Paula, Bridget and Ben. Ben will be the liaison between the board and the Friends. The meeting was lead by Lara Keenan to let the trustees and Friends know what their responsibilities should be, ideas for fund raising, events, and how to handle conflicts. The Friends will formally organize early next year.
9. Other business - none

10. Executive Session: None: ¹
11. Public comment - none
12. Concerns for select board: Naloxone/security training, Narcan Procedure finalized.
13. Date of next meeting: December 16, 2019 at 6 p.m..
14. Meeting was adjourned at 7:30 p.m.

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>