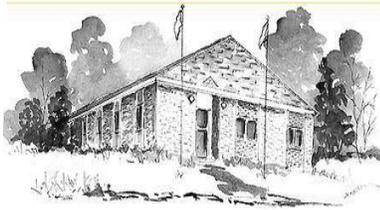


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*Library Trustees*  
*Paula Ralston, Chair*  
*Cindy Rutkowski, Secretary*  
*Gary Deziel, Treasurer*  
*Margo Coy, Member at Large*  
*Ben Ebert, Member at Large*

Approved Trustee Meeting Minutes  
March 11, 2019 6:30 - 8:13 pm

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

Paula called the meeting to order at 6:37 p.m.

1. Cindy made a motion to approve the 1/28/19 minutes with edits, Gary seconded, all voted to accept.
2. Friends of the Library - Margo wrote a letter to the Friends of the Library to find out what they are doing. She has not heard back yet and she has also sent all bank statements.
3. Treasurer's report - Gary gave Bridget a copy of the budget status report so that she will know what has been spent so far. About 20% of the budget year has passed and expenditures are slightly less at this point. One third of utility allocations have been spent.
4. Librarian's report - KOHA is going well. Data has been downloaded to ByWater on time. Data mapping is due next, by mid-month. 8829 books need rebar coding which will take 295 hours at 2 minutes per book. We may have to borrow a few barcode scanners and get a group of volunteers to work over a weekend to make some headway. Several volunteers have already worked on this. Procedures have been set up for copier use and logging of all patron copying is being done. Bridget has found that Google Hangout is an excellent tool for communicating with staff and she can use it to login from home to view programs at the library. Sara did an awesome job on collecting materials for Town meeting day. Bridget held her first staff meeting during library hours but found it would be better to do future meetings during off hours. Wayne Letourneau volunteered his time to update security on patron computers. Cafe Conversation is on hiatus. Ben Ebert built more DVD shelving with a contribution of materials and time. Bridget attended a summer reading program training in Milton. The theme will be Universal Stories. The Very Merry Theater and Southern Vermont Natural History will also do summer programs.
5. Old business - the Georgia Library Improvement Project group will meet on March 13th. Mike Sealy from BTV Creative will talk to the group about PR and re-branding ideas. If we decide to go ahead with it, Brian Haas of VISCC has offered to cover the cost for it. Thank you Brian! Amanda Perry, Winooski Library Director, is interested in joining our group.
6. New business - A motion was made by Cindy to do Committee assignments at the April meeting and

Gary seconded, all approved. Linda Cramer's name needs to be removed from our letterhead as she is no longer a trustee. Cristin Pullis, of the Conservation Commission, said the group is meeting March 20th. They plan to discuss locations for community gardens and will consider the school and the library. Paula heard from Matt Crawford during the meeting that Margo Coy was approved for appointment as a Library Trustee.

7. \*The Committee went into Executive session at 7:20 p.m. to discuss a personnel issue and filling the vacant Trustee position and came out at 8:05 p.m. Cindy made a motion to offer the Trustee seat to Ben Ebert and Gary accepted, all approved.
8. The meeting was adjourned at 8:13 p.m. p.m.

The next meeting will take place on Monday, April 15, 2019, 6:30 to 8:00 p.m.

\*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>