

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

Trustee Meeting
July 23, 2018, 6:30 - 8:00 pm

Minutes

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. Margo made a motion to approve the minutes and Linda seconded, all voted to approve.
2. Paula reviewed some recent changes to the open meeting laws – Emails between trustees can be subpoenaed, and special meetings with selectboard members do not need to be posted.
3. Librarian's Report:
 - D'uane Letourneau updated all library computers and they are functional now (for 2 bags of cookies!)
 - Diana Cribby selected \$40 worth of flowers and she and the Ebert family planted them in the front of the library. Thanks to Todd Cadieux for sharing and spreading mulch.
 - One of the assistant librarians will be out on medical leave starting August 8th and another assistant librarian will be out for maternity leave in November (details and duration of leave to be formalized in writing). Bridget has coverage for both leaves – Diana Cribby and Sara Powell will be covering.
 - 103 children have participated in the summer reading program and have read 500 books so far! Bridget hopes to see 1000 books read by the end of summer.
4. Treasurer's Report – we have 50% of our budget left so we are right on target. Gary still needs to connect with Amber to get the checkbook and to discuss petty cash.
5. Old Business
 - a. July 16th meeting with VIS to discuss library building plans – most recommendations seem to be for long term planning

- b. We will want to be sure that any safety issues are addressed as soon as possible, such as smoke and CO alarms (presently there aren't any in the building), and lighting. Efficiency Vermont will be providing recommendations for much needed lighting and installations should be completed by daylight savings. The railing by the food shelf area needs repair. Paula will be contacting Keith Baker about doing a safety walk through.
 - c. Our vision for the library going into the future needs to be decided – what will the library be used for, what provisions do we need to make for tech advances, how much room do we need, etc. We need to provide this information to whomever does building planning.
 - d. Margo made a motion to use VIS for our library design plan, Linda seconded and all approved.
6. New Business
- Budget planning will be discussed at the August Trustee meeting. Bridget commented that we need to put in more funding for programming.
 - Margo told us about the KOHA system that some libraries in Vermont use. They allow patrons to renew books online and to keep a list of the books they have read. We will discuss this further at the August Trustee meeting.
7. Georgia Library Policies 1.1.1, 1.1.2 and 1.1.3 were reviewed. It was agreed that we need to make 1.1.3 on Accessibility more inclusive and we will come back to it after we tackle ADA needs. Policies 1.2.1 – 1.2.5 will be reviewed at the August Trustee meeting.
8. Trustees went into executive session¹ at 7:40 p.m. and came out at 8:07 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>

9. Date of next meeting: August 20, 2018 at 6:30 p.m.

10. Adjourn: Meeting was adjourned at 8:10 p.m.