

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
September 17, 2018, 6:30 - 8:00 pm

Draft Minutes

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

Absent: Margo Coy

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

1. Linda made a motion to approve the minutes edited with corrections and Gary seconded, all voted to approve.
2. Librarian's Report:
 - a. The Library Café will be held again this fall on Wednesdays at 9 a.m., the group is hoping to expand.
 - b. "Palaces for the People" books were handed out to all trustees. It is hoped that reading the book will help with envisioning the library expansion.
 - c. Landscaping has been done around the library by 2 volunteers, Barrett Brady and Kevin Goebel. Jeremy ? and his mother have offered to shampoo cloth library chairs.
 - d. Bridget looked into the certificate of librarianship and submitted some questions, answers are expected by the end of November.
 - e. Lara Keenan, of the VT City of Leagues and Towns said their seminars would be worthwhile for trustees. She offered to meet with the trustees to do a presentation and it was agreed this would be preferable to attending the conference.
 - f. Bridget submitted information about leasing copiers and recommended the offer from Symquest. They offer a good rate as well as a program for patrons to send documents for printing remotely. It was agreed that fees would be \$0.15 per black copy and \$.25 per color copy. Codes can be used on the copier to determine staff versus patron copies so we can track.

g. Bridget presented information about KOHA, a library management system that will enable patrons to request books online, to see which books they have check out, any fees due and due dates for materials. It is also a much more up-to-date system that offers assistance that the current system, Library World, does not. It will require some extra work upfront and will require that reports be kept current and book 8 digit barcodes be converted to 11 digit codes. It will take approximately 6 months to switch over and will cost \$2500 per year. Bridget recommended that we wait until next year to implement.

h. The library will be closed on Columbus Day.

3. Treasurer's report

a. As of September 13th, 31% of library funds remain.

b. Gary and Bridget to meet with Amber about the 2019 budget. Discussed whether to bring Bridget to a full time position from 32 hours, more time is needed to complete work required.

4. Old business:

a. Trustees will meet with the Town select board in executive session on September 24th at 6:30 p.m.

b. The library expansion group will meet with Matt on October 1st at 5 p.m. to make decisions about how the group will function. Bridget will invite Amy Rider to attend as a community member.

c. The library will be getting new smoke alarms and possibly CO alarms as well as getting fire extinguishers recharged.

d. Bridget will originate library policies on Google Docs, share them, request comment and collate them. Cindy will do final copy and retain.

5. The meeting was adjourned at 8:02 p.m.

The next meeting will take place on Monday, September 17, 2018, 6:30 to 8:00 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>