

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
September 23, 2019, 6:00 - 8:00 pm
Location: Georgia Public Library

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

Paula called the meeting to order at 5:58 p.m.

1. Additions or deletions of agenda items - added Historical Society interest in use of back room to old business.
2. Review of August 19th minutes - a few minor edits were made, Margo moved that the minutes be approved with edits and Ben seconded. All approved.
3. Public appearances: None
4. Treasurer's Report: Gary informed the group that the current status of the budget is good. He informed the group that future budgets will include a \$10,000 reserve per select board request. Amber is working getting ceiling tiles replaced, heating valves repaired and hot water to the community room. The security system will be handled by the town as they own the building. Margo agreed to reconcile petty cash every 2 months.
5. Library Director's Report: With Trustee endorsement a playgroup will be held at the library starting October 2nd in the morning as Bridget is in-house doing administrative tasks, but the library will still be closed from 11 to 3 on Tuesdays. Bridget and Sara attended the conference for Small and Rural Libraries (for towns with populations of less than 10,000) and they both came back with lots of new ideas. Bridget has developed training checklists for Joe that will be used for all future employees. Update on summer reading program: 291 children signed up and read about a 1000 books. Next year, staff will go to the school to promote the program, more marketing will be done and more programs will be offered. Sara is currently working on 3 programs: a locked box "escape room" game, for Sept. 24th, a cell phone photo contest and a teen zombie make up class with Jim Bray. Bridget has drafted a Narcan policy using the Ilsley library's policy as a model and is working with Turning Point and John Klesch - trustees may vote on it at the October meeting. Paula asked that Bridget inform Keith Baker that she is working on the policy.
6. Committee Reports: None
7. Old (unfinished) Business: the RFP request for the work plan for the ADA modifications to the library will go out in October. Potential Friends of the Library will meet on October 2nd at 4:15 with Paula and Bridget. The Historical Society will not be able to store their documents in the back room as the humidity is too high. Library Policy book - there are printed copies in the town office and at the library as well as on a USB drive. The Library Director and Secretary will keep track of updated policies. There was discussion about how to best proceed on updating policies. It was suggested that Bridget would know best what needed to be updated and how quickly we can work on

them. She will come up with some direction for us and the first policy she will work on will be job descriptions. She will send out links to trustees for the current policies.

8. New Business: Town offices want us to unify our Email addresses with theirs. Paula will talk to Amber about activation. Over the coming year trustees will be working on goals - to include a recommendation from Lara Keenan that we define the roles of trustees and do self assessments.
9. Other Business: None
10. Executive Session: None: ¹
11. Public Comment: None
12. Concerns for the Selectboard : Narcan procedure
13. Date of next meeting: October 21, 2019 at 6 p.m..
14. Meeting was adjourned at 7:52 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>