

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
October 15, 2018, 6:30 - 8:00 pm

Draft Minutes

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

Paula called the meeting to order at 6:20 p.m.

1. Linda made a motion to approve the 9/18/18 minutes with corrections and Margo seconded, all voted to accept as amended.
2. Friends of the Library update: no updates, Margo will let us know if she receives any further information.
3. Librarian's Report:
 - a. Staffing during Sara's maternity leave is all set.
 - b. Library staff are in the process of weeding out old and/or duplicate books in preparation for the introduction of KOHA as we will pay for each book that is entered into the system.
 - c. Barrett Brady and Kevin Goebel have completed more work for the library (as volunteers): cleaning chair upholstery and building shelves. They will also shampoo area rugs.
 - d. Recently, there was a "risk management" incident. Staff handled it beautifully. This points out that a librarian who is alone could potentially be in danger. Discussion took place about what could be done and the history of seeking solutions. Paula will speak to Mike McCarthy about this.
 - e. Bridget did some research on CO and smoke alarms with Keith Baker who then referred her to the State Fire Marshall. Chief Baker advises that for now, we should install a plug-in CO monitor with battery backup near the furnace. Per State Fire Marshall, prevention is key. Furnaces should be cleaned and serviced annually or bi-annually. Margo suggested that we check fire extinguishers monthly to make sure they are charged and sign and date a tag to show that it has been done.
 - f. Loud conversation has been occurring during the weekly Café. In an attempt to mitigate the situation and accommodate the needs of all who need to access the library, the Trustees recommend that Bridget ask the group to meet in the back meeting room.
4. Treasurer's report
 - a. The budget status report shows that we are on target for 2018 expenditures.
 - b. Some adult book expenses will need to be moved to operating expenses so that impact fees can be used to pay for them.

- c. Gary will speak to Sharon about paid versus compensatory pay for Bridget.
 - d. Gary and Bridget will meet with Amber on October 29th to discuss budget for FY2019.
 - e. Gary gave Bridget the go ahead to lease a copier, there was discussion around who will sign.
5. Old business
- a. Paula let everyone know that the Ad Hoc committee on library renovation met and Amy Rider joined us as a community representative. PR materials about the renovation will be prepared for distribution during November 6th voting. We may want to get an article about renovation efforts in the Messenger some time in the future.
 - b. The library is grateful for the efforts made and the timeliness of the lighting project. How wonderful to have this accomplished! The lights throughout most of the library are beautiful! The initial plans for lighting by Efficiency VT included a dimmer for the lights over the stacks, but this was not installed. Guidelines for library lighting (GUTH) indicate that these new lights are about 4 times too bright. Some patrons and employees are sensitive to the lights. Paula will discuss with Matt. Outlets and some exterior lights remain to be installed. There is uncertainty about the status of electrical panel work.
 - c. Discussion took place about the GPL mission and vision statements. Paula asked everyone to think about how we might improve them and how we could make the mission statement much shorter.
6. New business:
- a. Paula will be contacting Lara Keenan, of VT Dept of Libraries, about what she could include in a presentation to the trustees concerning the renovation efforts and what kind of information is important to library trustees. It was suggested that we might want to meet during January with her for a special educational meeting.
 - b. Margo informed the group that the library won't be participating in the "trunk or treat" at the school this year as it's taking place on a Saturday (in case anyone asks).
 - c. Trustees should work on the Patron Code of Conduct Policy on Google Docs before the next meeting.
7. The meeting was adjourned at 8:00 p.m.

The next meeting will take place on Monday, November 19, 2018, 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>