

Georgia Public Library  
1697 Ethan Allen Highway  
Georgia, Vermont 05454  
(802) 524-4643  
[www.georgiapubliclibraryvt.org/](http://www.georgiapubliclibraryvt.org/)  
[gplvt@yahoo.com](mailto:gplvt@yahoo.com)



*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  
October 21, 2019, 6:00 - 8:00 pm  
Location: Georgia Public Library

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

**Absent:** Margo Coy (excused)

Paula called the meeting to order at 6:07 p.m.

1. Additions or deletions of agenda items - None
2. Review of Sept. 23rd minutes - Ben moved that the minutes be approved with edits and Gary seconded. All approved.
3. Public appearances: None
4. Friends of the Library update: Bridget, Margo and Paula met with Friends on Oct. 2nd for a discussion about mission, roles, responsibilities, goals and actions. Bridget asked Lara Keenan if she would be willing to act as a facilitator between the Trustees and Friends during November to go over finances, funding and priorities. Bridget distributed a sample MOU for local Friends and Trustees.
5. Treasurer's Report: The budget is on track but Gary advised that we be careful with operational costs for the remainder of the year. We still have our \$2000 impact fee that can be used for the purchase of adult books. Gary will be gone from November 20th to December 15th. Paula and Gary will try to meet with the select board on November 11th to present our draft budget.
6. Library Director's Report: Bridget has been asked to chair the Inclusion Committee of the VT Library Association and to sit on the Advisory Board for the ABLE (audible, Braille, Large print, ebooks) library. Thanks to the select board and Amber for replacing heat valves. Hot water in the community room should be completed by Oct. 24th. Thanks to Ben Ebert, Kevin and Karyn Goebol for labor for replacing ceiling tiles. Bridget assessed the library policies and procedures and marked them for review (first, second and third). Policy 1.18 says review should occur annually at the May meeting. Bridget advised that we would be looking at these policies first: November - Overdue policy 1.7; December - 3.1 and 3.2 Opening/Closing & Issuing library cards; January - 3.31, 3.4.1, 3.4.2 Confidentiality and Checking materials in and out; February - 3.5, 3.6 ILL and Reserving materials. Throughout the policy book, "Librarian" should be changed to "Director". Job descriptions were distributed, edited and will be approved at the November meeting. Bridget wrote up and distributed the Narcan procedure which she has sent to John Kleisch, Roger Langevin, Keith Baker and Andrew Dunsmore. All supported the procedure. Karen Grenier, Turning Point director also supported the procedure. We will vote on at November meeting and training, by Turning Point, will take place in December (would like it to be part of Safety and Security training to include Bill McSalis). Bridget proposed that Bill McSalis come to the library and do training for security. Bill is a former FBI agent who has done work with several VT libraries.

7. Committee Reports: None
8. Old (unfinished) Business: Brian Haas has re-engaged for the ADA project so RFPs will go out soon.
9. New Business: Task list for coming year. Trustees submitted items for the list and this list will be updated as needed:
  - November - Vote on Narcan procedure, meet with select board about budget
  - December - do draft library annual state and town reports
  - January - do performance evaluations, annual report, do what for town meeting day
  - February - ?meet with Friends to start conversation about an event, Paula wants a conversation about how meetings are run
  - March - town meeting
  - April - National Library Week, Library Appreciation Week
  - May - begin 2021/2022 budget, library clean up
  - June - plant flower beds
10. Executive Session: None: <sup>1</sup>
11. Concerns for select board: library security training, Gary and Paula to do draft budget at November 11th select board meeting
13. Date of next meeting: November 18, 2019 at 6 p.m..
14. Meeting was adjourned at 8:04 p.m.

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<sup>1</sup> 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>