

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

May 21, 2018, 6:30 – 8:00 p.m.

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

Paula called the meeting to order at 6:33 p.m.

1. Time limits were assigned to agenda items.
2. Welcome to Cindy Rutkowski, new library trustee, who will be the secretary.
3. After some minor revisions, the April 16<sup>th</sup> meeting minutes were approved by Gary and seconded by Margo. Cindy Rutkowski will be added to Library Trustee letterhead.
4. Librarian's report:
  - Bridget attended the VT Library Association Conference, Vermont will be added to MHEC by July 18<sup>th</sup> and we will be able to use this group for purchasing to reduce expenses.
  - The circulation desk monitor has died, Margo and Gary will check to see if they can get a used monitor and Bridget will check on the cost of a new 24- inch monitor.
  - Flower beds outside the library entrance were discussed, Bridget to obtain flowers and get volunteers to do planting.
  - The library will stay with Library World (for book scanning) instead of changing to Verso as the former is sufficient for our needs and less expensive.
  - The summer reading program has been planned and will have lots of fun and educational programs.
  - The Café will close on June 6<sup>th</sup> for the summer.
5. Treasurer's report
  - Gary distributed a budget status report that showed we are on track with expenditures. Gary would like to meet with Bridget to discuss distribution of funds so that we aren't caught short at the end of the year.
  - Gary will meet with Amber Baker about petty cash and use of the check book.
6. Old business

- Walk off mats will now be changed out every 2 weeks and will improve the appearance of the entryway.
- The next steps for the library upgrade were discussed. We want to make sure the selectboard has input from Bridget and the trustees before moving on engineering plans, an ad hoc group should meet with Matt soon to discuss plans. Paula will contact Matt about our concerns.
- Bridget said that 50 lights are now out both outside and inside and should be a priority as it's unsafe. \$39,000 has been allocated for this.

7. New business

- Library policies need to be reviewed and revised as necessary. Bridget suggested 2 per meeting as other libraries do. Trustees will review 1.1 General Library Objectives and Bridget will provide guidance for any needed revisions.
- Each policy will now include a revision/review date and changes.

8. Confirmed the date of the next meeting June 18<sup>th</sup>.

9. Adjourned at 8:05 p.m.