



GEORGIA VERMONT

Georgia Public Library Regular Trustee Meeting Wednesday, June 17, 2026 at 6:30 PM Georgia Public Library Community Room and Via Zoom Minutes

Zoom Details:

<https://us06web.zoom.us/j/9961520576?omn=83663938677>

Meeting ID: 996 152 0576

Dial by your Location: 1 309 205 3325 (Chicago)

1. CALL TO ORDER

LIBRARY BOARD OF TRUSTEES PPRESENT

Chair Heather Dunsmore, Vice Chair Sarah Savich, Secretary Kollene Caspers, Treasurer Therese Cleveland, Member at Large Julia Harvey

STAFF PRESENT

Mindy Grange, Megan Jamison

PUBLIC PRESENT

Natasha Halverson (via Zoom)

2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

K. Caspers requested to move the Executive Session to the end of the meeting; to add the library director vacancy to Board Business 9D and Schedule to Board Business 9E. All in favor.

PUBLIC COMMENT (For items not on agenda)

- Christina Beck was present with an update to the Georgia Public Library Friends of the Library organization. The Friends group are working toward nonprofit status, after which they will be coordinating with the library on fundraising and other projects. They have also spent the last few weeks supporting the Summer Reading Program and will be participating in Friday's kick-off. The Friends group has also collaborated with area businesses to provide prizes for the Summer Reading Program.
- The next meeting of the Friends of the Library will be on July 27th. All are encouraged to attend. More information on the Friends group, meeting minutes and bylaws are available at the GPL circulation desk.

- Natasha Halverson spoke on the Summer Reading Program, where participants are able to create their own summer reading goals this year giving everyone participating in the program the opportunity to feel successful. An adult Summer Reading Program is also in the works. Prizes have been secured from area businesses for all the readers.

3. ELECTION OF CHAIR

Motion to nominate Heather Dunsmore as the Georgia Public Library Board of Directors Chair.

Motion made by K. Caspers, Seconded by S. Savich

Voting Yea: H. Dunsmore, S. Savich, K. Caspers, T. Cleveland, J. Harvey

- S. Savich will stay on as Vice Chair. K. Caspers will stay on as Secretary. T. Cleveland will stay on as Treasurer and J. Harvey accepted the position of Member at Large.

4. APPROVAL OF MINUTES

A. Georgia Public Library Trustee Regular Meeting Minutes: May 20, 2026

Motion to approve the minutes as written.

Motion made by T. Cleveland, Seconded by S. Savich

Voting Yea: H. Dunsmore, S. Savich, K. Caspers, T. Cleveland, J. Harvey

B. Georgia Public Library Trustee Special Meeting Minutes: May 26, 2026

Motion to approve minutes as written.

Motion made by K. Caspers, Seconded by T. Cleveland

Voting Yea: H. Dunsmore, S. Savich, K. Caspers, T. Cleveland, J. Harvey

C. Georgia Public Library Trustee Special Meeting Minutes: June 4, 2026

Motion to approve minutes as written.

Motion made by K. Caspers, Seconded by S. Savich

Voting Yea: H. Dunsmore, S. Savich, K. Caspers, T. Cleveland, J. Harvey

5. TREASURER REPORT

A. Grant Update

- T. Cleveland provided the Trustees with an update on the grants. All of the expenses were completed for the United Way Grant. All of the books were ordered, overall we were under budget for books but over budget for background checks.
- T. Cleveland announced she will be resigning from the Library Board of Trustees in early June. K. Caspers will assist with the United Way grant narrative.
- Some purchases have been made for the NCSS grant. Many of the purchases include supplies, children's craft supplies. There is also interest in children's programming, if available.
- The Courier Grant was \$727 as of May, so we're \$47 over budget for this grant. T. Cleveland will touch base with the Town treasurer about this.

B. Budget Report

- T. Cleveland provided the Trustees a report on expenses from January to May, 2026. T. Cleveland answered Trustee questions on expenses. Background checks and replacing the copier were discussed. J. Harvey volunteered to research pricing on a new copier.

6. LIBRARY DIRECTOR REPORT

A. Programming

- Mindy Grange gave an update on programming. The Summer Reading Program starts this Friday with a kick-off party.

B. Personnel

- The Trustees wanted to recognize and thank Bridget Stone for her many years of service to the Georgia Public Library.
- Mindy, Sarah and Alba remain as staff for the GPL. Megan will be joining in for part of the summer, along with Autumn who has offered to fill in as needed. M. Grange provided handouts for the Trustees and library coverage for open hours was discussed. Cataloging services for the new books purchased with grant monies will be needed over the next few months. While current staff can accommodate much of the cataloging, contracting the services of a librarian was discussed in the interim of the hiring process.

C. Facilities

- K. Caspers gave an update on the WorkSAFE visit from Town Administrator Doug Bergstrom, who was unable to make the meeting. The WorkSAFE representatives stated the following:
 - The tile is fine, but they are recommending the floor be waxed, stripped and sealed. Castors were discussed for moving the bookcases.
 - The furnace room should house only the furnace, no other storage is permissible in the furnace room.
 - A new SDS binder will be installed in the library.
 - The coat rack has already been removed for easy access to the AED machine.
 - The sink in the back room is leaking, it is recommended to repair or remove the sink.

7. NEW BUSINESS

A. GCEC Request for Collaboration with GPL for 250th Celebration

- The Georgia Public Library is invited to participate in the USA 250th celebration, including activities leading up to and at the Town of Georgia Fall Fest to recognize the event on September 12, 2026.

B. Bereavement Leave

- Bereavement leave was granted to an hourly employee consistent with the Town of Georgia Personnel Policy.

C. Library Director Processes and Adjustments to Vacation Accrual

- Time off as a salaried employee with the Town of Georgia was followed. Procedural process as roles of Trustees was discussed. Chair Dunsmore will follow up with the Town offices for guidance to report at the next regular meeting.

D. Library Director Vacancy

- Library Director B. Stone resigned 6/12/2026 effective immediately. M. Grange has stepped up to take over the daily operations of the GPL in her current role. The Trustees expressed their sincerest gratitude for her devotion to the library, attention to detail and her leadership.
- The library will be staffed this summer for the summer reading program and all activities. While the GPL will strive to open all regular hours, the Trustees apologize to the public for any inconveniences to future change of times or closures due to staffing changes.

8. OLD BUSINESS

A. ADA Renovation Scope of Work

- K. Caspers relayed the following from Town Administrator D. Bergstrom-
- The Trustees were given a visual aid to examine a proposed glass vestibule is to be installed in the front of the building that will be ADA assessable. The outer door will be removed to incorporate the vestibule, but the inner door will remain with an assessable button to open the door. The entrance will face west, removing some landscaping along the side of the building to incorporate the sidewalk and allow for the installation of the new book drop. Three (3) new parking spots will be installed for handicapped parking.

B. Library/ Library Director Hours

- See 8(A) for library personnel discussion.

PLAN NEXT MEETING

July 22, 2026

9. PROPOSED EXECUTIVE SESSION (pursuant to 1 V.S.A sec 313 - requires majority vote)

Chair Dunsmore would entertain a motion to enter into executive session to discuss Personnel which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

Chair Dunsmore moves that we enter into executive session to discuss Personnel with the Trustees and M. Grange under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes at 9:30pm.

Motion to enter into Executive Session made by K. Caspers, Seconded by S. Savich

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, T. Cleveland, J. Harvey

Motion to exit from Executive Session at 9:44pm made by K. Caspers, Seconded by T. Cleveland

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, T. Cleveland, J. Harvey

Action out of executive session:

Motion to approve M. Grange new work agreement to run from June 18, 2026 until Town Meeting Day 2027 for 25 hours per week work in the Georgia Public Library for \$23/hr.

Motion made by K. Caspers, Seconded by T. Cleveland

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, T. Cleveland, J. Harvey

10. ADJOURN

Motion to adjourn at 9:46PM

Motion made by K. Caspers, Chair Dunsmore.

Voting Yea: Chair Dunsmore. S. Savich, K. Caspers, T. Cleveland, J. Harvey

Posted to the Town website, four designated places within the Town of Georgia (Georgia Public Library, Georgia Elementary & Middle School, Maplefields & Georgia Market).

Signed: Kollene Caspers, Trustee Secretary

Phone: 802-524-4643 | Website: townofgeorgia.com

APPROVED