



# GEORGIA VERMONT

## Georgia Public Library Trustee Meeting Wednesday, July 22, 2026 at 6:00 PM Town Office Chris Letourneau Meeting 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 6:00PM

#### TRUSTEES PRESENT

Chair Heather Dunsmore, Vice Chair Sarah Savich, Secretary Kollene Caspers, Julia Harvey

#### GPL STAFF PRESENT

Mindy Grange

#### OTHERS PRESENT

Doug Bergstrom, Georgia Town Administrator; Lori Hobart, Georgia Town Treasurer; Natasha Halverson (via Zoom)

### 2. PUBLIC COMMENT (For items not on agenda)

### 3. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

- Chair Dunsmore requested the additions of the following: Saint Albans Messenger Request (7G), Girl Scout project Request (7H), and Donations - copies & keeping track (7I).
- S. Savich requested the addition of librarian plaque (7J)
- D. Bergstrom requested the addition of Personnel Policy changes (7K).

### 4. APPROVAL OF MINUTES

#### A. Georgia Public Library Trustee Regular Meeting Minutes June 17, 2026

Motion to approve made by K. Caspers, Seconded by J. Harvey

- S. Savich said she was not able to view the packet prior to the meeting

K. Caspers rescinded the motion.

Motion to move the approval of the June 17, 2026 meeting minutes to the August 19, 2026 meeting.

Motion made by K. Caspers, seconded by S. Savich. All in favor.

- B. Georgia Public Library Trustee Special Meeting Minutes June 30, 2026  
Motion to approve the minutes as written.  
Motion made by K. Caspers, seconded by J. Harvey  
Yea: Chair Dunsmore, K. Caspers, J. Harvey  
Abstain: S. Savich

## **5. TREASURER REPORT**

### **A. Budget Report**

- Former GPL Treasurer T. Cleveland provided June 2026 budget.
- The Trustees went through the line items for discussion and clarification.
- L. Hobart will be working with J. Harvey on library treasury duties, including monthly budget, invoices and reconciling the petty cash.
- A committee will be formed in the fall to prepare GPL's 2027-2028 18-month budget, which will include updating the library's capital budget.

### **B. Grants Update**

- United Way Grant: T. Cleveland submitted the final grant expenses to the United Way. K. Caspers submitted the final grant narrative. Of the \$36,000 grant monies awarded to the GPL, \$17,590.94 was spent on staff hours, background checks and books. The library did not conduct the Substance Use Prevention programming as contracted and relinquished the remainder of the funding. This closes out the United Way grant.
- Summer Reading Program Grant: There is still \$350 to be used before the completion of the SRP on August 14th.
- NCSS: \$578.38 was spent in June, completing grant funding from the year 2025/2026. This \$1,000 grant for programming, crafts and other non-book purchases was renewed in June 2026 for 2026/2027.
- Courier Grant: \$720.52 was used in April, May and June.

### **C. 2025-2030 Capital Budget**

- T. Cleveland provided capital budget information. The Trustees will look this over and revisit capital improvements at the next meeting. A budget committee will be formed in the Fall to work on the 18-month budget and capital fund expenses.

## **6. LIBRARY DIRECTOR REPORT**

### **A. Programs**

- The Summer Reading Program has been well attended, many staying longer than in years past. The raffles have been successful. This year, raffle items included those for both children and adults, including books, gift cards and area experiences.
- The GPL recognizes and gives appreciation to the Friends of the Library who have organized the prizes and have helped with the summer reading programming.

### **B. Personnel**

- M. Grange gave an update on the library's staff coverage. The library has had adequate staff coverage while some staff have been out, which has allowed it to be open all regular hours.
- Welcome back to Autumn, who has returned to GPL and will be taking on more hours in the future.
- And welcome back to Megan, who will be sharing time with patrons and friends before they leave back to school in August.

- We also recognize Quinn, who has been a long-time sub at the library and has spent more time helping out at the library.
- We appreciate and thank all staff and volunteers!

C. Facilities:

- Quotes are still being gathered for the ADA renovation. D. Bergstrom explained the potential new glass vestibule entrance, with sidewalk work along the building, installing the new drop box, and extensive driveway and parking lot repair.
- The library's IT was recently assessed with Buchard Home and Office. They will be coming back to redo the entire system. An open network was discovered, IT will rectify this when they return to reconfigure the internal and public internet services.
- The Town is upgrading their website, and GPL will have the option of joining the Town's website with its own independent page.
- Future plans for the library include interior painting and researching a new circulation desk that will allow for two staff members to assist patrons. Currently, the library's circulation desk only seats one.
- A new SDS binder was installed, as well as a new state employment poster installed.
- Electricians are on the calendar to update electrical outlets to comply with the recent WorkSAFE recommendations.

## 7. NEW BUSINESS

A. GCEC Fall Fest Collaboration for 250th Celebration

- GPL will be participating in Georgia's Fall Fest 250th celebration with a table for a patriotic craft and to help patrons sign up for library cards.

B. Patron Request for Memorial Garden

- Due to renovations for ADA compliance in the near future, this project can only be completed in front of the library. The Trustees approved of a memorial garden in honor of Dawn Wimble that will be maintained by the family. K. Caspers will reach out and let the family know.
- M. Grange said seating is also needed. J. Harvey's brother makes Adirondak chairs and maybe this is something the Friends of the Library group can help with.

C. Biblio+ Subscription Renewal

- GPL's Biblio+ Annual contract will be renewed automatically on 9/1/26. The fee for renewal will be \$548.12. Biblio+ is a service that offers free television and movies to cardholders.
- This will be tabled for the next meeting while M. Grange can get data on how well-used the service was in the past year.
- There was a discussion on bringing Hoopla back to the GPL. S. Savich will research costs and subscription service information and bring it to the Trustees' next regular meeting.

D. Petty Cash Reconciliation

- L. Hobart did not know petty cash existed at the library. Cash is needed for change for copies and book replacement costs. J. Harvey will meet with L. Hobart to count and consolidate the petty cash drawer.

E. Board of Trustee Vacancy

- The GPL Board of Trustees will put forth the request to advertise the vacancy for the Selectboard's approval at the next regular meeting. Applicants will have until August 14th at 4pm to send letters of interest to the Town Clerk.

F. Library Director Vacancy and GPL Staffing

- The Trustees will discuss the library director vacancy once the vacant Trustee chair has been filled.
- M. Grange gave a staffing report for the Board, the library has been fully staffed and has not had to close. Many thanks to all staff and volunteers for their time and understanding.

G. Saint Albans Messenger Article

- A reporter from the SAM requested someone from the library to interview on the history of the library in recognition of GPL's 130th birthday. K. Caspers will reach out to former Trustee and Historical Society member Craig Volatile-Wood to see if he is available to meet. GPL staff will take photos of the 130th party event in case the reporter is unable to make the event.

H. Girl Scout Project Request

- In an email sent to the library, a Girl Scout is working on her Gold Award project and is hoping to install a play area near the pavilion at the Library. H. Dunsmore will reach out to invite her to present her ideas at the next Regular Trustee meeting.

I. Donations

- L. Hobart will keep a separate log of donations, some of which are expressly intended for Summer Reading program or to pay for JJ pizza prizes. All future donations will go through the Friends of the Library organization.

J. Librarian Plaque

- Bridget Stone's name will be added to the Past Librarian plaque in the library community room. J. Harvey will find the company who made the plaque and will have a card engraved.

K. Personnel Policy

- The Town of Georgia is proposing changes to its Personnel Policy, including recognizing all federal holidays. There will also be changes to the language to recognize the library's hours during holidays.

**8. OLD BUSINESS**

A. ADA Renovation Updates - See the facilities report (6.C.)

**9. OTHER BUSINESS**

**10. PLAN NEXT MEETING:** August 19, 2026

- Trustee vacancy, Capital Budget, Biblio+ subscription and ADA renovation will be revisited. Girl Scout Gold project, if available.

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

A. Personnel

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.

Motion to enter into Executive Session made by K. Caspers, Seconded by J. Harvey

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

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

8:11pm. Seconded by K. Caspers.

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

Motion to exit from Executive Session at 10:01 pm made by K. Caspers, Seconded by J. Harvey

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

Action out of executive session:

Motion to increase Patricia Duncan's hourly wage to \$17/hour.

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

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

## **12. ADJOURN**

Motion to adjourn at 10:03PM

Motion made by K. Caspers, seconded by J. Harvey, all in favor.

**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**

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