

Georgia Public Library  
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**Library Trustees**  
*Nicole Jamison, Chair*  
*Debbie Mann, Vice Chair*  
*Kollene Caspers, Secretary*  
*Terry Cleveland, Treasurer*  
*Craig Volatile-Wood, Trustee*

**Georgia Public Library Trustee Meeting**  
**Wednesday, November 19, 2025 4:45pm**  
**Location: Georgia Public Library**  
**MINUTES**

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann & Craig Volatile-Wood

Staff Present: none

Guests Present: Kellie Bosenberg, Ray Mann, Edward Smith

1. Call to order: 4:47pm
2. Additions, deletions, or changes to the Agenda
  - T. Cleveland requested adding a potential purchase from the Building Bright Futures grant, this will be added to Treasurer's report.
  - T. Cleveland requested to add an update from the Building Revitalization Committee, this will be added to Old Business.
  - K. Caspers requested a discussion on personnel from the 11/12/25 GPL Meeting, this will be added to the Library Director's report under Personnel.
3. Public Comment: Edward (Ted) Smith introduced himself as a member of the Building Revitalization Committee.
4. Minutes:
  - (a) Approve Minutes from the 10/15/2025 Library Trustee Meeting  
Motion to approve minutes with a change in the date the BBF grant is to be completed made by T. Cleveland, Seconded by C. Volatile-Wood.  
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
  - (b) Approve Minutes from the 10/31/2025 Library Trustees Special Meeting for Purchase.  
Motion to approve minutes as written. Motion made by Vice Chair Mann, Seconded by C. Volatile-Wood.  
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
  - (c) Approve Minutes from the 11/12/2025 Library Trustees Special Meeting for 2026 Budget.  
Motion to approve minutes as written. Motion made by Vice Chair Mann, Seconded by T. Cleveland.  
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
5. Treasurer's Report:
  - (a) Monthly Report- T. Cleveland introduced the October 2025 budget documents listing expenses and income to date. 83% of the budget has been spent, with 17% remaining for 2025.
    - T. Cleveland answered Trustee questions on expenses and line items.
    - There is \$628.59 available to spend on books until the end of the year. The Trustees agreed to spend this on Adult books, given the BBF grant has allowed for many Children's books to be purchased.

- The Trustees discussed the use of approximate \$13,000 in salary funds offset by the grants. Items identified for purchase include a reading tree for the children's area of the library.
- The Trustees also discussed the potential Teen area of the library and future purchases for this space. C. Volatile-Wood will speak with the Historical Society to see when they are available to pick up items from the library's historical corner.

(b) Grant Update-

- Expenditures in September were \$14,708.84 and October \$5,093.78 toward the Building Bright Futures Grant. The remaining \$11,493.14 of the \$37,000 grant must be spent by December 15, 2025.

Motion to approve the purchase of a reading tree for the children's library area in the amount of \$7,999.16. Motion made by K. Caspers, Seconded by C. Volatile-Wood.

Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

- (c) 2026 Budget- T. Cleveland will meet with the Town of Georgia Selectboard and Treasurer to present a draft budget on November 20<sup>th</sup> at 7:30pm. The meeting is warned so all available Trustees can attend and participate. T. Cleveland will also ask about \$3,000 in impact fees to be used towards books in 2026.

6. Library Director's Report: Read via email message by Chair Jamison, as Library Director was not present at the meeting:

- Background checks will be contracted out to AmeriWide Screeners at the approximate cost of \$30 per application.
- The library director has scheduled a staff meeting on 11/21/25 to begin the screening process.
- The initial background checks for employees and volunteers will be funded by the United Way Grant, with a line item in the Library budget for the future.

- (a) Personnel- K. Caspers questioned the November 11, 2025 meeting action outside of executive order, where an employee's hours were increased to 25 hours a week. The employee is participating in an online program paid for by the library with BBF Grant Funds and is being compensated with their hourly wage while taking the class. K. Caspers wanted more details on the class, and why the class or the employee's participation level was never mentioned in last week's meeting. As the library director was not present, no one could answer these questions. Tabled for the next meeting.

- (b) Facilities- The cleaning company continues to do a subpar cleaning job. At the time of the meeting the Town offices have not responded to the complaints. The Trustees considered asking the Town to add the cleaning funds to the Library budget and the library hire their own cleaning company.

(c) Programs-

- A Teen Advisory Board is being created. They will meet on Tuesdays at 4pm. Teens are encouraged to apply. K. Caspers offered to speak with the teens she knows and give the fliers to Ms. Wieland at GEMS for the Junior High students.
- There were no updates to other GPL programming provided.

7. Old Business

- (a) Mission Statements- Trustees read Mission Statements researched from other libraries and compiled by Chair Jamison. These, in addition to vision and guiding principles statements, will be included in future discussions to update GPL's Mission Statement.

- (b) Rules of Order- The Trustees discussed different Rules of Order to be referred to in the Bylaws to help when clarifications are needed. The adoption of a governing Rules of Order will be revisited after the budgeting process is completed.

(c) Memo of Understanding with the Town of Georgia- Library Trustees discussed tabling this until after the budget process is complete. K. Bosenberg suggested the Trustees prioritize this document in tandem with the budget, as the budget goes hand in hand with the division of responsibilities.

(d) Building Revitalization Committee Update-

- T. Cleveland and Vice Chair Mann updated the Trustees on the committee meeting with the architect/engineers 11/18/2025. They passed around site plans and quotes for the parking lot project. Site plans and quotes for the interior work are currently in process.
- The following meetings are scheduled: November 29<sup>th</sup> for public input, December 2<sup>nd</sup> public meeting, December 16<sup>th</sup> Committee meeting, December 22<sup>nd</sup> or 29<sup>th</sup> Selectboard Bond approval. There will also be public meetings held in January and February.
- T. Cleveland will create a narrative for public feedback.
- Ted Smith spoke on his support for the library and the board.
- Vice Chair Mann read an email from Sarah Savich, committee member who was unable to attend, in support of the library director and assurances the renovation will not be in her charge. In a response email, K. Caspers explained that the renovation will have a project manager who will be put in charge, with input from Selectboard, Trustees, Library and Public Works.
- K. Caspers will research the HUD grant.
- Vice Chair Mann will collect suggestions from the public.

8. New Business

(a) What Does a Library Trustee Do?– Requested by library director, tabled for next meeting.

(b) Bond on the ballot. Discussed with the Building Revitalization Committee update, see 7(d) above.

(c) Engineer Vote. T. Cleveland said the Committee had voted at the 11/18/2025 meeting.

9. Executive Session- not needed.

10. Plan Next Meeting:

- Wednesday, December 17, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include: Memo of Understanding, 2026 Budget, Bond amount, Library Trustee handout and the personnel issue 6(a).

11. Adjourn

Vice Chair Mann made a motion to adjourn at 6:13 p.m.

Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood