

Groton Free Public Library Trustees

Meeting Minutes

December 11, 2019 6:30 p.m.

Meeting Called To Order at 6:36 PM

Present: Alissa Smith, Wade Johnson Jr, Zac Conaway and Jodi Fleurie-Wohlleb

- **Review and Approve/Amend Agenda:** Unanimously Approved with No Amendments
- **Approve past minutes:** Unanimously Approved with No Amendments
- **Friend's Report:** Jodi
 - The Friends are purchasing a Family Ski Pass from Northeast Slopes (Corinth, VT) that will be available to be checked out of the Library. The Pass will be set up so that two different families can have the pass over the weekend, one on Saturday and one on Sunday, without having to return it. She is working with Northeast Slopes to set this up. We cannot have skis available due to liability concerns but Jodi will put together a list of thrift shops and places to get skis.
 - The Friends will be providing soup for the Solstice Event and will be using coffee mugs they have purchased for people to take with them. It was agreed by the Trustees that any left-over mugs can be kept at the library for other future events.
- **Treasurer's Report:** Alissa & Jodi
 - The budget expenditure cut off was set by the town treasurer as December 9th. Jodi expressed concerns about need to buy Essential items, such as Toilet Paper and Paper towels. Alissa is going to follow up with the town treasurer to see if we can access our budget during this timeframe.
 - Appeals Letters Responses are coming in and we are currently at \$2975 with 3 weeks left in the main donations time frame. Jodi sent an additional letter out to The Jack & Dorothy Byrnes Foundation, who are supportive of public libraries. We are still expecting many more responses and will update at the next meeting.
- **Rugs:** Wade
 - The Library currently has 3 Large and 1 Small Rug used at the main entrance for door matting. These rugs are supposed to be managed by Cintas and be replaced every 30 days, but they have not picked up rugs on schedule for the last month.
 - Wade recommended that we go away from a rental program with Cintas and buy our own rugs (door mats).
 - Zac is going to explore different options and get quotes for the trustees to review.
 - Once we decide whether to buy new rugs, Wade will inform the town treasurer.

- **Rural Edge/Patron survey:** Alissa
 - Alissa was asked for an update from the Select Board on the status of Rural Edge at the last select board meeting.
 - Alissa discussed the history and current situation of the Library Building and Rural for Zac
 - Based on the complexities of the issue and the unknown current status of the building and property, Zac recommended that we ask the Select Board to form a special study committee to determine the current status with Rural Edge, explore all of the options for the future of the library property and the budget ramifications of these options. The options discussed at the meeting included (but not limited to): 1) Staying in the current status of leasing from Rural Edge, 2) Taking full ownership of the Property or 3) Moving the Library to another location. Zac also suggested that this committee could put together a public report for town meeting day. Jodi recommended that we have someone that is a somewhat neutral 3rd party participate in this group, she suggested the following people Library Planning Group- Nichole Wolfgang (as neighbors of the Library, past trustee, dedicated patron) or Brent Smith (past town employee, dedicated town person, and retired!).
 - Jodi Suggested that perhaps the Library should conduct a Patron Survey to get input on what they think about the library. Zac suggested that this be done after the information was gathered and that we could make this available to the whole town to weigh in.
 - Alissa is requesting that this topic be added to the next Select board meeting (12/19/19) for discussion and Zac said that he would prepare a proposal to present for their review.

- **Librarian Report:** Jodi
 - The Library is Doing Great! Jodi Presented the Patron Data Report that indicates growth in participation in events and library visits from 2018 to 2019.
 - This means using more disposable items such as Paper Towels and Toilet Paper (see treasurers report notes).
 - Jodi brought up that there is still a need for more adult programming, but she is not sure what people will want for programing. Jodi is reaching out and exploring options and will continue to report back to the Trustees.
 - Upcoming Events:
 - 12/15/19, 3-5PM- Cocoa and Canvas
 - 1/1/20, 12PM- New Year's Kids Party - Anne Hatch and the Friends
 - 2/7/20 "Frozen to Death" Exploring the Winter of 1816- looking for larger venue
 - February (Date TBD)- Vermont History Presentation- Lyndon State Professor
 - Date to be determined- Possible Drag Queen Reading Hour
 - Jodi brought to our attention a concern about inappropriate use of the building keys.
 - She told the group that the desk drawers we gone through and that some of her documents had sticky notes left on them, indicating that someone had read them.
 - The board made the decision to first, have all of the keys that have been issues returned and accounted and for before deciding to change the Locks.
 - Jodi will email a communication to the Friends group and anyone else that she is aware of that may have a key.
 -

- **Solstice event:** Jodi
 - Event is coming up fast- 12/21 from 3:30 to 6:30
 - Jodi Reports that everything is on track but she will need some help with set up on Saturday Morning.
- **Yearly review:** Nothing Additional Reported
- **Final comments/items to discuss at next meeting**
 - Holiday Library Schedule- Closed on 12/25 and 1/1 for holidays and 1/3 for cleaning.

Meeting was Adjourned at 8:30