

**Groton Free Public Library**

**1304 Scott Hwy**

**Groton VT 05046**

**November 12th, 2020**

The duly warned meeting of the Library Trustee's November 12th, 2020 was held at the Groton Free Public Library.

Attendance for the meeting:

Torie Peters, Alissa Smith, Jodi Fleurie-Wohlleb, Deborah Jurist, Wade Johnson, Jr., Peggy Burgin

Meeting was called to start at 6:40 pm.

Agenda was approved with the additional topic regarding cleaning of the library. Minutes for October were approved.

Treasurer's Report

Jodi reported that the Covid reimbursement money will be going back into the account that it was taken out of.

Cleaning

**Jodi and Wade** are going to come up with a specific list of duties for the person who cleans the library so that the job description is clear when the position goes out to bid. Hopefully this will ensure a consistent and clear schedule and list of duties to be completed in the future.

Computer

Gary moved a computer for Jodi and she says this will be good for now as the computer use is very low right now. Computer content restrictions were also adjusted back to minimal.

Policy Review

**Deborah** will ask about benefits available through the town that the librarian could access after being in the position for so many years.

The board decided the use of the term "library director" should simply be stricken from the policies.

**Alissa** will add these changes and email the board.

### Appeal Letters

**Alissa** typed up an Annual Appeal letter for Jodi and the board to read. She will make a couple small edits before volunteering to print, stuff and send out the letters.

### Building Inspection

Deborah shared with the board a list of comments/suggestions made by the building inspector. It included many suggested changes/repairs to the building. The board had an in depth discussion about edits made on the timeline of repairs for certain list items. The board approved the slight changes and **Deborah will send** the list to Gavin Reed and Rural Edge.

### Annual Review

Jodi and the board discussed questions to and from Jodi about her position as librarian and her vision for the future of the library. Much discussion was had about possible ideas for the library in the future with an emphasis on programing.

### Librarian's Report

Jodi reports the library has been slow. She is wondering about purchasing a ventilation system for when cold weather comes and it is no longer plausible to keep doors open.

Another COVID shutdown was discussed:

- Curbside pick up
- When to close, (if needed)
  - Follow school, state, and library community advice
  - Local outbreak

Jodi talked about creating an opportunity for families to sign up for a time to use the computers to Zoom/Skype family members. This could be by appointment and might be timely during the holidays.

Jodi discussed the key policy. **Alissa** will make small updates and email us with changes.

### Budget

**Deborah** is going to ask the town about the change in the insurance money amount.

Jodi dismissed herself during this discussion. After she was dismissed the board voted on Jodi's pay for the following year. Wade made the motion to approve the salary with the raise discussed. Deborah seconded and it was approved.

**Alissa** will present the budget to the town on Saturday and ask Lisa to take money out of the endowment fund.

**Wade** will call the elevator company.

The next meeting will be held on Thursday, December 10th at 6:30 pm.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Torie Peters, Library Secretary