The duly warned meeting of the Library Trustee’s January 14th, 2021 was held remotely via Zoom.

**Attendance for the meeting:**

Meeting was called to start at 6:38 pm.
Agenda was approved with the addition of the Key Policy and December minutes were approved.

**Treasurer’s Report**
Alissa gave a brief update on the budget since inspections and elevator repairs have happened.

**Open Trustee Positions**
Trustees discussed interests in open trustee positions. There will be three spots that will need to be voted on this year at the Town Meeting.

**Appeal Letters**
Jodi discussed the success of the appeals campaign. The Groton Free Public Library is lucky to have such generous advocates of the services and opportunities the library provides. Torie will continue to send out any and all thank you notes.

**Lease**
Deborah will make three copies of the survey; one will be kept in the basement of the library, one will be stored in the office of the library and one will be at the town office. Wade and Jodi have been making sure of the repairs. Wade will continue to check up on this.
Discussion was had on language in the lease regarding possible purchasing of the building for one dollar in the future by the town, only if approved by townspeople.
Elevator
Jodi reported that the elevator is one step away from being up and running. We are just missing a small key, or bit, that would make the elevator run. Jodi and Wade are continuing to follow up on that. Trustees and Jodi want to revisit discussions on how to use the space upstairs now that the elevator will be in use.

Key Policy
Alissa will leave updated library policies at the town office for trustees to come sign at their convenience. This led to discussion about creating up to date informational binders for trustee members. Jodi will create these for current and future members.

Reopening of Library
Discussion was had about the ability to safely open the library for limited hours. Jodi will open the library on Monday’s from 2:30-7 and see how it goes. Changes to the open schedule will be discussed when Jodi sees fit. Jodi’s first day back open will be January 25th.

Librarian’s Report
Jodi gave updates on the library. She is still going through the system to clean out books that the library no longer has. She is also working on the Library State Report. Jodi has Valentine’s Day card making kits to go out before the holiday. Jodi will be looking to take more training addressing the social aspects that could come with running a town library in order to explore more ways to assist her community.

The next meeting will be held on Thursday, February 11th at 6:30 pm. The meeting was adjourned at 7:45pm.

Respectfully submitted,
Torie Peters, Library Secretary