

## **Groton Free Public Library**

**1304 Scott Hwy**

**Groton, VT 05046**

**March 11, 2021**

The duly warned meeting of the Library Trustees March 11, 2021 was held at the Groton Free Public Library with one member joining via Zoom.

### **Attendance for the meeting:**

Alissa Smith, Jodi Fleurie-Wohlleb, Deborah Jurist, Jennie Gaiss and Wade Johnson Jr. (via Zoom)

Meeting was called to order at 6:39p.m.

Agenda was approved along with the minutes from the February 11, 2021 meeting.

### **Officers**

The first order of business was to select the officers for the next 12 months.

Alissa nominated Wade as Treasurer. Deborah seconded the nomination. Wade accepted and all approved.

Alissa nominated Jennie as Secretary. Deborah seconded the nomination. Jennie accepted and all approved.

Deborah nominated Alissa as Chair. Wade seconded the nomination. Alissa accepted and all approved.

### **Treasurer's Report**

A discussion was had regarding Jodi's hours and proper recording of her time. Alissa suggested going to the town office to discuss with Lisa Hart. Wade and Jodi will meet Alissa on Monday at the town office at 9am to speak with Lisa to clarify.

Deborah reported that the newly signed lease for the library is final and the security deposit as well as Jan & Feb rent have been paid to Rural Edge. She also noted that a hard copy of the lease is held at the Town Office, as well as a digital copy. Currently there is no hard copy at the library. Deborah noted she will be providing a hard copy for file at the library.

Additionally, Jodi reported \$158 in office supply expenses needs to be classified as such with Lisa in the town office. She will contact Lisa to confirm.

### **Appeal Returns**

The annual appeal returned a total of \$5945. GFPL benefited from the generosity of one donor who contributed \$3000 of that total. Thank you to all who supported this appeal.

## **Library Property and Building Layout Plan**

Jodi reported that copies of the Property and Building Layout Plan have been made and are now on file in three locations: one in the library basement, one in the library office and one at the town office. Separately, Wade reported that Rural Edge has conducted a fire inspection of the sprinklers in the building documented by a tag dated 03/04/2021.

## **Alice's Attic move**

Jodi reported that she will pick up an extra cart and boxes from Deborah's shop to help facilitate the book sale move. She also purchased a small set of shelves for \$20 which will be used to increase current capacity, location TBD.

The Friends of the Library March Madness Book Sale wrapped up its 2<sup>nd</sup> week. Proceeds are \$90 for week 1 and \$30 the 2<sup>nd</sup> week. The Book Sale will run each Monday during library open hours through the month of March.

Following the March Book Sale, the location of the book sale will be moved within the library. Jodi noted that the Tenney Library is hosting a book sale in May. Given that space may be an issue, she will notify the Friends in case they want to donate any unsold books, or a portion of them, to Tenney. Alissa is currently storing several boxes of books in her garage. The Friends have been picking up those boxes and replenishing the book sale shelves as space allows.

Alissa suggested inviting the Friends to periodically update the Trustees on planned activities and outcomes.

## **Sign Posting Policy**

A discussion was had regarding establishing a formal policy about sign posting. Jodi spoke with her contact at the state level to learn more about what is involved in establishing such a policy and was provided a copy of suggested considerations. She shared this document with board members prior to the meeting. It was also suggested that Rural Edge be contacted to learn if they have such a policy. Given the need for further discussion, the issue was tabled.

## **Librarian Report**

Jodi reported that she spent the past two days doing online training with other librarians across the state. Included in the training was preparation for the Summer Reading Program which will again be kits picked up at the library. The summer reading theme is Tales & Tails. To culminate the program, she is working with librarians at Bradford and Wells River to plan a joint outdoor event August 17 (location TBD).

Jodi also reported that the February Cupcake and Book Literacy Event (Feb 13) was a success and so was the Snow Painting Kit giveaway (March 8). She is planning a Cookie Kit (25 total, first come/first served) giveaway for Mon. Mar. 13 with a St Patrick's Day theme. In addition, Jazzy's Fund is planning an Easter bag giveaway for local children. To support this, the library will include a literacy-based item for the children – something that appeals to all ages. Jodi continues to use the library's Facebook page to inform people of these events as well as other services like curbside pickup, printing tax forms and open hours.

It was agreed to keep the library open hours Mondays 2:30-7pm. Jodi makes sure that patrons are masked and that they sanitize their hands upon entering the building. Until concerns with the pandemic are alleviated, the two bathrooms at the library will remain available for library staff only. Curbside pickup is available outside of these hours and Jodi encourages patrons to make use of this service. In addition, signage to advertise the free wi-fi was discussed. It was decided to order decals for the front windows and building entrance.

The Northeast Kingdom Community Action Parent and Child Center notified Jodi that they have diapers, baby formula and liquid soap available for those in need. The board agreed that accepting these items to provide to patrons would be a good idea, though in small quantities given space constraints. It was suggested that Carrie Peters be notified in case there is a need and there is space to stock those items at the food shelf. NEK Community Action also does nutrition-based programming and Jodi is in discussions with them about a collaborative activity.

Other projects discussed: movie projector and screen, indoor air purifiers, outdoor sandbox, outdoor charging station and additional seating.

Jodi has been busy applying for grants from several different state and foundational sources to support these programming expenses and equipment purchases and will report on results in the coming months.

Finally, Jodi mentioned that the 6<sup>th</sup> edition of A Manual for VT Library Trustees is now available online. She offered to print copies for any board member who would prefer that option.

#### **Size of Board**

Deborah offered a proposal to increase the size of the board, suggesting that the board has good ideas, but executing them may require more members. This led to a discussion about establishing a formal long-term plan for the library. A discussion followed and the issue will be added to the agenda for the April meeting.

#### **Additional Item**

Vermont Humanities hosted a webinar on Wed. Mar. 10 titled: Libraries in the Time of Covid. Jennie attended this session and reported to the trustees about topics presented. Among the many topics discussed were libraries that now have technology (Chromebooks, e-readers, microphones, etc.) to lend to patrons. Many libraries are also lending items like snowshoes, binoculars, and telescopes. The session was recorded and is available online at the VT Humanities website.

The next meeting will be held Thursday, April 8 at 6:30p.m.

The meeting was adjourned at 8:52p.m.

Respectfully submitted,

Jennie Gaiss, Secretary