

Groton Free Public Library

1304 Scott Hwy

Groton, VT 05046

May 13, 2021

The duly warned meeting of the Library Trustees May 13, 2021 was held at the Groton Free Public Library.

Attendance for the meeting:

Alissa Smith, Jodi Fleurie-Wohlleb, Deborah Jurist, Peggy Burgin and Jennie Gaiss. Donna Russo-Savage, Friends of Groton Library representative.

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

Agenda was approved along with the minutes from the April 8, 2021 meeting.

Friend's Update

Donna Russo-Savage reported that the Friends have been busy over the past month sorting, packing and moving the collection of books for sale in Alice's Attic. The final 10 bins of sale books are packed and ready to be moved to storage in Alissa's Barn. There are also several boxes/bags of books to donate to ReSource in Barre. These will be moved out over the next week or so. There were also several older books that may have more than nominal value. Nancy Spencer is researching the value of those books and options to sell. In addition, a collection of old Town of Groton reports as well as scrapbooks of past library events have been set aside. A discussion followed regarding what to do with these resources. Jodi said that patrons do, on occasion, reference these materials. It was suggested that we keep them as part of the regular collection as a separate Local Reference section. Now that the upstairs space is available, Jodi said she'll begin moving the library's non-fiction collection to that space with the help of Friends of the library Martha Montague and Kirsten Murch. Thank you to all the Friends for their time and effort with this project!

Treasurer's Report

Jodi presented the Treasurer's report as Wade was not able to attend this evening's meeting due to a firefighter training course that conflicted. Jodi reported that the slight discrepancy in sub-category attribution mentioned last month has been resolved. The Library accounts are now in sync with those reported by the Town Treasurer.

WiFi Signage

The corrugated boards Jodi ordered following last month's meeting have arrived. She brought them out for all to see. The lettering is large and easy to read and will be nice way for the library to advertise this free service. Jodi's husband Brian will repair one of the older sandwich boards and affix the signs to it for easy display. Thank you, Brian!

Group meetings/Open Hours

Given the recent changes in the Covid situation, it was decided to make the library available again for small group meetings. It was also suggested that GFPL expand open hours to include Fridays. All agreed. Beginning Friday, May 21, the library will be open 2:30-7:00pm.

Once the school year has ended, Jodi plans to add additional hours on Wed. and Saturday. She plans to reach out to Friends and Library Trustees to set up a volunteer schedule for managing Saturdays and will train those who are interested.

Sign Posting Policy

Prior to our meeting, Alissa emailed the following suggested language for consideration as our official "Sign Posting Policy".

The library will adhere to the sign posting policy in place by our landlord, Rural Edge, which states: "No sign, advertisement, or notice should be exhibited by a resident (Groton Free Public Library) on any part of the outside or inside of the building without written consent of management and no radio or TV aerials may be erected on any part of the property."

It was moved by Deb and seconded by Jennie to approve as written. The motion passed unanimously and will be added to the Policies and Procedures Manual as Appendix N.

Additional updates to Policies and Procedures Manual

A review of the Policies and Procedures Manual resulted in the following suggested updates identified here by italicized text. Text suggested for deletion is represented with a strikethrough (ex. ~~text~~) the text.

1. In the section titled, **Collection Guidelines**, the first sentence of item 1 will read: "The collection shall provide a broad spectrum of literature, *digital resources*, information and other materials for community use."
2. Under the section titled **Personnel**, the first sentence of the last paragraph will read: "Duties of other staff, such as volunteers and Friends of the Library, are presented in Appendices ~~J~~ *J* (Volunteer Policy), ~~K~~ *K* (Friends of the Library) ~~and K (Basic Procedures for Working in the Library)~~—Note: Basic Procedures for Working in the Library will be covered during training for volunteers and Friends of the Library.
3. Under the section titled **Meetings**, the third paragraph will read: "Trustees should make every attempt to attend all Board Meetings preferably in person or alternatively, via telephone conference *or Zoom*. If a Trustee has missed three or more meetings *within a year*, the issue of that Trustee's commitment and availability should be addressed at the next available Trustee meeting. At that meeting, decision must be made as to whether the Trustee is able to effectively fulfill their commitment to the Board and continue in their role as a Trustee."
4. Under the section titled **Quorum**, the section will read: "A quorum at any meeting shall consist of a majority of the Trustees ~~in attendance~~."

Following a discussion regarding these suggestions, it was moved by Jennie and seconded by Deb to approve of these changes. Unanimously passed.

Alissa will type up the changes and Jodi will print and distribute updates at the June 10, 2021 meeting.

Librarian Report

Ahead of the meeting, Jodi sent a draft of the survey she created. She blended questions submitted by trustees with her own and it is intended to gather feedback from patrons regarding current and future programming as well as resources offered. We all agreed that the questions offer patrons a good opportunity to voice their opinions and offer suggestions and ideas. Jodi plans to take this feedback into consideration when planning programming in the months ahead.

Jodi recently updated the email database with 120 new/updated patrons and will send the survey via email to the current list, which is roughly 400. In addition, she will post a link on the Facebook page. Deb suggested that she send the survey at varying times/days of the week, to increase the response rate. We look forward to hearing from our patrons and hope that all will consider taking the time to complete the brief questionnaire. Thank you in advance to all who participate.

Current planned summer activities include: Summer Reading Kits, Canvas Painting Event for Kids, Story Walks, and a History of Beer Evening (adult only event, partnering with Artesano). Additional programming includes baby chicks on site, Northeast Kingdom Community Action ice cream stand, and a collaborative End of Summer Reading event with other local libraries. Stay tuned to the GFPL website, facebook page and posted announcements at the library for more information.

Jodi is working closely with Rural Edge to create a sandbox/play space behind the building. This creative update to a currently unused space will be completed over the coming weeks.

Martha and Kirsten, of the Friends group, spent several hours recently cleaning up the front porch space, including taking down the old, ripped screens. Jodi is planning to use grant \$ to add furnishings to the space to provide patrons with more seating and outdoor accessibility to the free Wifi. We discussed what to do about replacing the screens and decided at this point to consider several options before we move forward. We will continue to discuss at the next meeting.

Regarding mask requirements, given that many patrons are not yet fully vaccinated, it was decided to continue the mask requirement in the library. The bathrooms, however, will now be open to patrons. Jodi has also looked into adding air purifiers to all of the rooms in the library and said it would cost about \$1k to do that.

Additional Items

Deb mentioned that she spoke with John Munson regarding a Geek Squad. He suggested the possibility of interns to conduct workshops on specific topics. There seems to be a need in the community for Tech Assistance/Help. We will continue to explore options to provide that service.

The next meeting will be held Thursday, June 10 at 6:30p.m.

The meeting was adjourned at 8:03p.m.

Respectfully submitted,

Jennie Gaiss, Secretary