

Groton Free Public Library

1304 Scott Hwy

Groton, VT 05046

May 13, 2021

The duly warned meeting of the Library Trustees June 10, 2021 was held at the Groton Free Public Library.

Attendance for the meeting:

Trustees Alissa Smith, Peggy Burgin, Wade Johnson, Jr. and Jennie Gaiss and member of the public, Donna Russo-Savage, Friends of Groton Library representative. Librarian Jodi Fleurie-Wohlleb joined via Zoom.

Meeting was called to order at 6:40p.m.

Agenda was approved along with the minutes from the May 13, 2021 meeting.

Treasurer's Report

Wade presented the Treasurer's report. As of June 10, we have spent 42% of the budget, per the report Wade picked up from the Town Office from Lisa Hart, Town Treasurer, who serves as the fiscal agent for the Library. The following items were discussed:

- Jodi reported that the 400 Account report from the Lisa is still showing all 0's. Wade and Alissa will arrange meeting with Lisa, with Jodi in attendance, to discuss how best to track the 400 account through Town Office.
- Alissa is working with Lisa to update Jodi's hourly wage and reimburse for her for pay since Town Meeting.
- Jodi is keeping track of all library expenses and separating those expenses regarding which funds are used. This is especially important given that most grants have specific requirements/limitations for use of those funds.

Book Move Upstairs

Many thanks go out to the Friends of the Library for moving the Book Sale from the upstairs room. Now that the space has been cleared, Jodi will work to begin moving the Non-Fiction collection into that space, beginning Friday, June 11. Tara will volunteer at the front desk during this time.

Open Hours

As discussed at the May meeting, once the school year ends on June 16, Jodi suggested that we return to open hours on Wednesdays. This will begin Wednesday, June 23: 10am-4pm. Jodi noted that attendance has been slow and mentioned speaking with the librarian from Newbury who noted the same. Given the length of time and disruption to consistent open hours due to covid, GFPL it may be a

while before patronage returns to pre-pandemic levels. Summer programming begins after the school year wraps up and we should see an increase in attendance then.

Jodi reported that she reached out to the Friends group regarding the need for volunteers to cover the proposed Saturday 10am-12pm open hours for the summer, but only received a few responses. There is speculation that now that restrictions are being lifted and people are vaccinated, many have planned much anticipated visits with friends and family. There may also be hesitation regarding learning how to use the computer system.

A discussion followed regarding survey results indicating patrons would like to see weekend hours and how to best accommodate. Donna inquired about training for volunteers and what was involved. Jodi responded that volunteers would not need to learn any complicated systems and it really just involves manning the front desk and using pencil/paper to log patron names and the last 4-5 digits of the bar code on books that are checked out. Donna offered to reach out to the Friends group again. If each member volunteers for just one Saturday from 10am-12pm, we should be able to offer Saturday hours through the summer. Jodi and Donna will coordinate on this initiative. We'll see how the next couple months go and then reevaluate open hours at the August 12 meeting.

Appendix N and updates to Policies and Procedures Manual

Alissa provided copies of Appendix N (Sign posting policy) and updates to the Policies and Procedures Manual that were discussed and approved at the May meeting. Trustees present signed these copies and Alissa will follow-up with Deb at a later date to do the same.

Librarian Report

Jodi reported that there is approx. \$800 left of the covid grant. So far, the money has been spent on the wifi signs and upgrades to the porch including cell phone/device charging station and furniture. She would like to use some of the funds to purchase an umbrella for the picnic table in front. Alissa suggested a sail shade instead which may offer more coverage. Peggy suggested an extra computer for upstairs. Wade asked about the age of the printers at the library and suggested using the funds for upgrades. Jodi added that a printer with wireless access for patrons would be a useful, welcome upgrade. Alissa asked about an outdoor projector. Jodi said she's still waiting to hear on the grant application she submitted early this spring.

Thanks to the Friend of the Library, the front porch has been upgraded with new furniture, benches, a charging station and jungle theme decor. Jodi will post a sign on the front door to let patrons know that this space is open and available for patron use. She plans to use the space to distribute Summer Reading kits.

Regarding covid guidelines and mask requirements, it was decided to continue to follow the latest Governor's orders and update signage as needed.

Jodi mentioned she will refrain from using the air conditioning this summer and instead plans to keep windows open to provide ventilation inside. There are a couple box fans available to help with keeping air moving.

Survey results are in and Jodi provided a detailed report. A high percentage of respondents indicate they'd like to see continued curbside service offered. Jodi said this would be easy for her to accommodate and will continue the service. Many patrons also expressed high interest in learning a new

skill, learning Zoom and facetime tips and would also like to see a movie-streaming service offered. Regarding offering technology like chromebooks and e-reading devices, patrons did not indicate this was an urgent need. After over a year of remote learning, Jodi mentioned that most people have already found a solution to that problem on their own. Additionally, there were also several positive comments about our wonderful librarian and the helpful service/knowledge she offers.

Now that the library is open for small group meetings and the upstairs space is available, Jodi brought up the subject of limitations on number of attendees. In the past, larger groups were welcomed, but given the changes brought upon by covid, she suggested we limit groups to 8-10 max.

In other news, Jodi has a new egg incubator and development, Father's Day Kits will be available on Friday and fresh produce will be available courtesy of NEKCA.

Friends of the Library

As mentioned above, over the past several weeks, the Friends have cleared the upstairs space and spruced up the front porch. Donna will revisit the request for volunteers to cover summer Saturday hours and will coordinate with Jodi. The Friends also offer free books in several locations in town: the foyer at the community building, the Little Library (near Artesano) and the bookshelf near the front door of the library. All are well received by the community. Now that book sale books are stored in Alissa's barn, they are less accessible for restocking these shelves. Jennie volunteered to restock the shelves for now and Donna will bring up the subject with the Friends on how best to coordinate this effort.

Peggy mentioned that the Community Room at Clarks Landing is now open. Jodi will put together a selection of books from the library collection and deliver to the residents on loan.

Other Topics

Traditionally, the Library Trustees have cancelled one of the regular meetings during the summer months. It was moved by Wade and seconded by Peggy to take the month of July off. All present were in favor and the motion passed.

The next meeting will be held Thursday, August 12 at 6:30p.m.

The meeting was adjourned at 7:42p.m.

Respectfully submitted,

Jennie Gaiss, Secretary