

**Groton Free Public Library**

**1304 Scott Highway**

**Groton, VT 05046**

**April 14, 2022**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library and via Zoom on April 14, 2022.

**Attendance for the meeting:**

Trustees Jennie Gaiss, Deborah Jurist, Dawn Evans, and Wayne Knott; librarian Sarah Spira (at the library). Also attending: former Librarian Jodi Fleurie-Wohlieb and Terri Eastman, representing the Friends of the Library (via Zoom).

The meeting was called to order by Jennie Gaiss at 6:34 p.m.

The agenda for the meeting was approved.

A motion to approve the March 10 minutes was made by Deborah Jurist and seconded by Wayne Knott. The motion passed unanimously.

A motion to approve the March 10 minutes was made by Wayne Knott and seconded by Deborah Jurist. The motion passed unanimously.

**Review of Groton Free Public Library Policies and Procedures Manual**

The trustees discussed paragraph (b) of "Working Hours" in Appendix I, Library Job Description. Jennie Gaiss expressed concern that the wording locked in the number of hours that could be worked in a given week by the librarian, not providing flexibility for weeks during which the hours might need to be greater due to a particular project or fewer due to a holiday.

Jodi Fleurie-Wohlieb offered that the hours per week had increased during the time that she served as librarian, due to demands of the job.

Dawn Evans suggested the paragraph could be deleted, given that the paragraph preceding it and following it covered the topic of open library hours and the fact that the position is part-time, and that actually the budget is the driver for the number of paid hours available annually.

No action was taken to change it at this time.

**Treasurer's Report:**

Deborah Jurist reviewed all of the information most recently provided by the town treasurer pertaining to the various accounts maintained by the library, figures comparing budget amounts and actual expenditures, bank statements pertaining to accounts and certificates of deposit, and information pertaining to a mutual fund. She explained that the 100 account reflects funds received from the town, the 400 account is the Groton Free Public Library Operating Account, the 600 account is grant money, and the 150 account is ARPA money.

The town has not yet approved the budget for the upcoming year, but we believe that the numbers reflected in the material provided by the town treasurer will be the numbers submitted for approval. It is only the 100 account numbers that must be approved in the town budget. The other accounts represent funds from other sources.

It was noted that, because the town treasurer begins working on year-end accounting during the month of December, budgeted monies should be spent by the beginning of December each year.

The trustees noted that the purpose of the Groton Free Public Library Operating Fund is "improvements."

The American Funds represents funds obtained from the 1991 sale of a rare book.

Jennie Gaiss expressed appreciation for all of the work Treasurer Deborah Jurist has done to bring this information to the board.

Wayne Knott moved acceptance of the Treasurer's Report. Deborah Jurist seconded the motion. The motion passed unanimously.

**Discussion about Acquisition of Post Office Box:**

Jennie Gaiss has made inquiry with the post office about the cost of renting a large enough box to receive packages. A midsize box would cost \$100 per year. The concern is whether mail in the current unlocked mailbox is at risk when it may sit unattended for several days. Currently, not much mail comes via USPS. Packages are shipped predominately via FedEx or UPS and delivered at the town offices.

Sarah Spira will visit with Jodie Fleurie-Wohlieb further on this topic.

**Discussion of Ways of Expressing Appreciation for Volunteers:**

Jennie Gaiss expressed some ideas about this. No action was taken.

### **Discussion of Expanding Size of Library Board of Trustees:**

Deborah Jurist explored the idea of trying to identify long-time Groton residents who might be interested in serving on the board. She noted that a number of years ago the size of the board was much larger than it is now and that there were problems with consistently having a quorum present.

The trustees agreed that this idea should be examined further.

### **Discussion of Establishing Social Services Position:**

Deborah Jurist explored the idea of establishing a position that would incorporate some of the kinds of activities Jodie Fleurie-Wohlieb performed – such as, gathering and making available produce, collecting winter clothing for distribution, obtaining personal hygiene items for babies and senior citizens.

No action was taken on this item.

### **Discussion of Library Director Position:**

In the event a social services position were established, the librarian's position could be modified to include supervision of that position.

No action was taken on this item.

### **Discussion of Establishing Clark's Landing Program Director:**

Deborah Jurist broached the idea of the creation of a volunteer position that would administer distribution of large print books and perhaps other related activities at Clark's Landing.

No action was taken on this item.

### **Librarian's Report:**

The library will continue to be open Mondays and Fridays from 2:30 to 7:00 p.m. and Wednesdays from 10:00 a.m. to 4:00 p.m. Sarah Spira discussed establishing her own regular office hours during which she would be available to respond to telephonic or emailed inquiries—Mondays and Fridays from 12:00 to 7:30 p.m. and Wednesdays from 9:30 a.m. to 4:30 p.m. She has also mapped out the timing of several activities that might take place regularly, assuming some volunteer assistance can be obtained. She discussed a number of ideas for activities that might be tried, hoping to expand community connections to the library.

She invited the board to suggest what kinds of metrics there would be interest in having her report about regularly.

She reported having met recently with Gary Lamberton in order to get better acquainted with the available technology.

She has begun work on a monthly newsletter and is exploring existing social media.

She has thought about whether the library might purchase basketballs that could be loaned out for usage in the town park. She is interested in finding other ways to make connections to the park.

During April, the seed library will be promoted, Fair Housing Month kits will be distributed, and both poetry month and Earth Day will be highlighted. During May, Arbor Day kits will be made available and Green Up Day will be promoted.

She will continue work on the summer reading program and paint and sip. She looks forward to working on activities highlighting October as Fire Prevention Month, as well as planning for the book sale typically conducted during the Fall Foliage Festival.

**Friends Report:**

Terri Eastman reported that the Friends gave away about 50 boxes of homemade cupcakes on February 13 and 14 for the Valentine's Day event. Groton resident, Lise Shalberg, donated several boxes of craft materials that Martha Montague and Kirsten Murch sorted through and organized.

The trustees asked Terri Eastman if the Friends could assist with planning an Open House to welcome our new librarian.

With no further items to discuss, Dawn Evans made a motion to adjourn which was seconded by Wayne Knott. The motion passed. The meeting was adjourned at 9:07 p.m.

The next regular meeting is May 12, 2022, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary