

**Groton Free Public Library**

**1304 Scott Highway**

**Groton, VT 05046**

**May 12, 2022**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library and on May 12, 2022.

**Attendance for the meeting:**

Trustees Jennie Gaiss, Deborah Jurist, and Dawn Evans; librarian Sarah Spira (at the library). Also attending: Jamie O'Connor, representing the Friends of the Library.

The meeting was called to order by Jennie Gaiss at 6:33 p.m.

The agenda for the meeting was approved.

A motion to approve the April 14 minutes was made by Dawn Evans and seconded by Deborah. 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. Deborah Jurist made a motion to replace the word "maximum" with the word "approximately". Jennie Gaiss seconded the motion. The motion passed unanimously.

**Treasurer's Report:**

Deborah Jurist says that everything seems to be running smoothly. Sarah Spira reports that she has been working well with the town treasurer. She has asked for monthly reports of transactions and expenses. Deborah Jurist would like to review those with her. Sarah Spira reports that the library has received a \$300 grant for the summer reading grant, based upon a request for funding to cover canvasses, paints and the cost of a painting instructor for what was described as an adult event – "Paint and Sip". Because the grant required that children be served by any funded program, the event has been modified to include adults and children, called "Paint and Lick", where ice cream would be served.

Jennie Gaiss reports that the budget that was included in the town's warning included a figure for the librarian's salary that differed from we had submitted. We were not advised by the SelectBoard about this change. We have resources to cover the adjustment of the librarian's salary when Sarah gets certified, but we will have to address this in the next year's budget.

### **Rural Edge Grant Opportunity:**

Jennie Gaiss reports that Robert Little with Rural Edge let Sarah know that he expects to receive some grant money in the amount of \$1,000 that could be used for improvements to the library. Sarah has suggested improving the pathway in the front and the lattice work, and adding a pathway in the back that will lead to a planned reading garden. Rural Edge also anticipates receiving grant money that will enable it to install raised garden beds at Clark's Landing.

Jennie Gaiss further reports learning of the Better Places Vermont grants (which can range in amount from \$5,000-\$40,000 available) that could support other improvements such as to the gazebo or to underwrite a town festival. It is a 2-1 grant, so there must be some community support for it. Sarah Spira suggested that perhaps Robert Little could be asked to make a presentation about it at a library gathering open to the public.

### **Open House Planning:**

The Friends have suggested holding an ice cream social at the end of the school year to invite people in. In addition to ice cream, there will be bubbles, sidewalk chalk and perhaps a couple of games outdoors. The tentative is Friday, June 24, during the last few open hours of the library.

### **Discussion of Thanking Volunteers:**

Sarah has some plaques that can be used.

### **Discussion of Establishing Clark's Landing Liaison and Social Services Position:**

Rather than adding a position, Sarah Spira discussed ways to address the need of Clark's Landing residents for library resources to be provided to them onsite. She will inquire with Robert Little about who is the manager so that she can coordinate bringing over a package of books, DVD's, etc. Deborah suggests that Wayne Knott might be a good person to take things over.

As to the Social Services Position, Jennie Gaiss noted that Jodi Fleurie-Wohlieb had expressed interest in continuing some of the things she had been doing while she was the librarian (including getting clothing and food from NEKCA Parent Child Center in St. Johnsbury and bringing it to the library), but she can't currently commit to specific times or hours, so the ongoing management of that would fall to Sarah Spira. Those tasks were not included in the job description for the librarian for which Sarah Spira was hired. At this time, we don't have the resources to make it work.

Sarah Spira wants the opportunity to talk to NEKCA to see whether, for example, the supplies can be delivered. She also wants to understand better how the food bank at the town office works to see if there is an opportunity for collaboration.

### **Discussion of Addition of Position of Vice-Chair:**

No action taken at this time.

### **Ukraine Library Relief Fund:**

Deborah Jurist had seen an item about this. Sarah Spira reports that the American Library Association issued a statement encouraging fundraising initiatives amongst libraries and friends groups to support Ukrainian libraries. If the Friends are interested in participating, she can look into what other Vermont Friends groups are doing.

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

The trustees agreed that this idea should be examined further.  
No action was taken on this item.

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

Gary Lamberton came by last week. He and Sarah Spira discussed the scanner. It is now set up to scan to the circulation desk computer as a short-term solution; but this does not give a patron a scanning option. It is an old piece of equipment near the end of its lifespan.

Sarah Spira is in the process of assessing the viability of several pieces of equipment, including some Mac computers, an E-reader and an I-Pad. Sarah Spira would like to be able to circulate the E-reader and I-Pad if they work. She would like to set up a third computer at a location to be determined. She would like people to have the ability to look things up on the catalogue on their own instead of having to ask at the desk.

She has been slowly putting out some things in social media and putting things on the website. She will send a monthly newsletter tomorrow. It will include "Notes from Knott" which may include info about fire safety.

Sarah would like to do a postcard mailing to the residents of Groton in July, and annually after that.

There is a lot of data entry to be done on statistics as all of the reports are all on paper.

The Paint and Lick event will likely take place in August. Sarah Spira is going to seek clarification from the grant people about whether any modifications can be made in how the funds are spent.

The application for the second round of ARPA funding is due May 18. Sarah Spira proposes using the funds to build the collection in the areas of diversity, equity, and inclusion.

Sarah Spira has been engaging in meetings with area librarians to get acquainted and see how their libraries are run. She has a meeting set up with the rural librarian person at the Vermont Department of Libraries to better understand how and what we should be reporting.

She will be following up with Better World Books about book donations.

She has had the idea of having a contest for a T-shirt design having to do with the Fall Foliage Festival and then selling them as a fundraiser.

The interlibrary loan process is up and running.

The summer reading program will involve the stem kits.

The Fall Foliage book sale is being discussed by the Friends.

She would like to revisit doing a patrons survey in the winter.

She would like to begin discussing opening the library more hours, in response to input received from patrons. If this takes place, she thinks Thursday would be a good choice. Jennie Gaiss notes that last year volunteers covered Saturday hours.

Sarah Spira will take two weeks' vacation in August and will need assistance from volunteers covering open library hours in her absence.

She expresses concern about the condition of the upholstered furniture.

Deborah Jurist moves that we find someone to come in and clean the upholstery. Jennie Gaiss seconds the motion, which passes unanimously.

**Friends Report:**

Jamie O'Connor says there's about \$2,000 in the Friends Fund and the focus right now is planning for the book sale. They are looking for a treasurer.

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

The next regular meeting is June 9, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary