

Groton Free Public Library

1304 Scott Highway

Groton, VT 05046

June 9, 2022

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library and on June 9, 2022.

Attendance for the meeting:

Trustees Jennie Gaiss, Wayne Knott, and Dawn Evans; librarian Sarah Spira. Also attending: Donna Russo-Savage, representing the Friends of the Library, via Zoom.

The meeting was called to order by Jennie Gaiss at 6:31 p.m.

The agenda for the meeting was approved.

A motion to approve the May 14 minutes was made by Dawn Evans and seconded by Wayne Knott. The motion passed unanimously.

Treasurer's Report:

Jennie Gaiss reported that the library budget was passed during the recent town vote. The vote, as passed, included a change that was made to the librarian salary by the Select Board that reflected the salary set forth in the offer letter rather than the amount proposed by the library trustees.

Deborah Jurist submitted a written report, which is attached.

Sarah Spira will follow up with Deborah Jurist about pursuing getting a credit card for the library.

Wayne Knott a motion that Sarah Spira inquire with the Town Treasurer about getting a credit card for the library. Dawn Evans seconded the motion, which passed unanimously.

Librarian's Report:

Rural Edge – Clean-up Day June 10

This will take place tomorrow between 10:00 a.m. and 2:00 p.m. The mulch outside has been delivered. Rural Edge employees will be doing the clean-up. There may be some exterior repairs and painting. There will then be a lunch and a presentation about what they're doing.

Sarah Spira will be on hand at 10:00 a.m. and will do a walk-through with Theresa, the property manager, to show her the things that have been reported. She will then commence her work at noon.

Welcome Summer: Paint and Lick Event - June 24

Sarah Spira thanked Jennie Gaiss for getting the promotional materials prepared. Sarah will be posting this event with Front Porch Forum. Some of the Friends of the Library have already RSVP'd about participating. The painting theme will be a Groton beach theme, based on Boulder Beach. This ties in with the summer reading theme of Oceans of Opportunity. The fee for the instructor will be \$250 and she will provide a list of supplies. The grant money will cover supplies but not the instruction. This event will be promoted through the Groton listserv, social media, our patron email list, and Front Porch Forum.

Upholstery Cleaning

Sarah Spira asked for approval of four hours of cleaning by the cleaners who do the cleaning here – North Country Cleaners. They charge \$38 per hour and have estimated that it will take 2 hours to clean the furniture in the library. Sarah Spira asked for approval for up to four hours to ensure there is adequate time to clean what needs cleaning. Jennie Gaiss moved the approval of up to 4 hours of cleaning. Wayne Knott seconded. The motion passed.

Other

Sarah Spira reported connecting with Kim Russell, the SASH coordinator for Clark's Landing. She thinks Russell will be a great partner, moving forward, in terms of evaluating the need for library services at Clark's Landing and that she can assist in the delivery of materials at Clark's Landing. It sounded as if there was some leg work Russell needed to do before materials could be brought to Clark's Landing, so that is a work in progress.

Sarah Spira has also had continued communication with NEKCA regarding how food dispensation at the library is managed. With NEKCA's acquisition of delivery vehicles, it may be that NEKCA can begin making deliveries; but the details are not yet worked out. In the mean time, the food on hand is being stored in the kitchen and the personal care items are being stored in the bathroom.

Story Time was held outside on Wednesday, with a small but enthusiastic turnout. An invitation has been sent out to Friends to be guest readers at future sessions.

Crafts and Conversation will begin next Wednesday.

The next newsletter will come out June 17.

Two more events in the works for August are a pirate program for children, and a performance of a folk group that has done a lot of performances in libraries.

Sarah Spira also reported on the progress she has made on the curriculum of the Vermont Department of Libraries Certificate Program. She highlighted a teen services course that she is in the process of taking and another course that focuses on protecting the library and patrons from active shooters.

Friends Report:

Donna Russo-Savage had nothing new to report on behalf of the Friends. Sarah Spira gave a big thank you for the Friends' support in the upcoming ice cream social. Martha and Kirsten have continued to provide support – covering books and providing flowers.

Review of Groton Free Public Library Policies and Procedures Manual

An inquiry was made by someone who didn't know where to report a concern regarding the library. Beyond simply calling the library and speaking with the librarian, it was noted that there is a generic email address posted on the library's website. Jennie Gaiss suggested that perhaps Sarah Spira could talk to Vermont Department of Libraries about how to handle this.

Public Comments

The trustees have typically taken a break in meeting during July or August. Tentatively, the trustees will plan not to meet in August.

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 7:21 p.m.

The next regular meeting is July 14, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary

Treasurer Report Library Trustee Meeting June 9, 2022

Budget has been working well. Sarah's submissions for purchases and time sheets have gone smoothly.

There has been a discussion about getting a credit card for the library to use for such things as

1. Thank you gifts
2. Gift Certificates as rewards to young patrons, i.e. ice cream at Sarky's
3. Resource materials locally sourced i.e. paint for a paint and sip
4. Payment of recurring expenses for online services such as Microsoft and Word Press
5. In the past these were paid by the librarian using a personal cc and reimbursed.
6. This year the town CC was used with Treasurer approval.
7. Treasurer is on board with getting the library a CC.

A new google workbook has been set up and populated with data for recording expenses. Sarah is now using it to keep track of all Library expenses for all the accounts. For instance, the 100 Account, 400 Account, 600 (grants) account and the 150 Account (ARPA). It is on the Google drive.