

**Groton Free Public Library**

**1304 Scott Highway**

**Groton, VT 05046**

**July 14, 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 Peggy Burgin, Dawn Evans, Jennie Gaiss, and Deborah Jurist (via Zoom); 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 6:35 p.m.

The agenda for the meeting was approved after being modified with the addition of an item to the Treasurer's Report pertaining to enabling trustees other than the Treasurer to execute orders pertaining to the library temporarily.

A motion to approve the June 9 minutes was made by Deborah Jurist and seconded by Dawn Evans. The motion passed unanimously.

**Treasurer's Report:**

Deborah Jurist reviewed the budgetary reports and account statements obtained from the Town. It was noted that they are consistent with, though not identical to, the spreadsheets maintained by the librarian. This likely has to do with lapses between when bills are presented for payment and payment of those bills by the Town.

The budgetary item for the elevator pertains in part to annual inspection. Deborah Jurist will research the timing of that inspection.

Deborah Jurist discussed investment alternatives to the existing money market accounts and certificates of deposit, hoping to increase return. The Trustees are interested in the Treasurer's continued efforts to identify some investment options that will earn a better return.

Deborah Jurist moved that, for the months of July and August, Jennie Gaiss and Dawn Evans be empowered to sign orders pertaining to the library at the Town Office. Peggy Burgin seconded the motion. The motion passed unanimously.

No time sheets will be submitted for August 8 or August 15. Dawn Evans will handle July 25 and August 1. Jennie Gaiss will handle August 22 and August 29.

**Librarian's Report:**

The librarian has been attending SelectBoard meetings.

Ice cream social, held in collaboration with Sarky's, the Vermont Department of Libraries (VDL), and the Friends of the Library, was a success. Materials for voter registration and fire safety were displayed.

Rural Edge held its clean-up day and followed up with our requests. They cannot add lighting to stairs but suggested using tack lights, which have been ordered. They have said they would repair the bicycle rack. The librarian will follow up with them about it. The door was painted and the handle on the upstairs door has been switched out to a mechanism that is less likely to be left unlocked inadvertently.

The library has received additional ARPA funds in the amount of \$626.27.

The VDL has received funding to help libraries transition from OPAC to ASPEN (the online library catalogue). The cost of switching to ASPEN would increase the annual expenditure by about \$250, but it would make the online catalogue more visually like a website and it would integrate with the Green Mountain Consortium. If we did not get it now, we would be paying \$.02/catalogue item to be added later. It is not known how many such records we have.

The Trustees favor pursuing obtaining this enhanced service.

On August 6<sup>th</sup>, there will be an event that is part of the "Oceans of Possibility" held in collaboration with the Wells River Library. It will take place at the Ryegate Summerfest. Rockin' Ron, who is a pirate-themed musician, will be performing. There is a small fee being split between the two libraries. (Librarian's name is Peggy Hewes from the Baldwin Library)

The librarian is exploring with Peggy Hewes (librarian of the Baldwin Library in Wells River) doing an additional outdoor musical activity at the end of August. The location has not yet been determined, but South Ryegate is being considered, as a midpoint between Wells River and Groton.

The next newsletter will come out next Friday, July 22. It will highlight the reference collection. Wayne Knott has been writing for it.

NEKCA has facilitated continuation of the diaper and personal hygiene programs. The librarian is working with NEKCA in how best to promote them. Likewise, the food pantry items are continuing. The shelf-stable items are in the kitchen.

The librarian plans to reach out to Artesano to explore putting food items in the little free library situated near the library outside.

In the past, the library has partnered with the Groton Community Garden on food distribution. Sarah Spira has reached out to the former librarian to find out how it worked last year. There still needs to be more discussion about it.

On August 27, the Groton Historical Society will be hosting an event themed on how homeowners can do research about their property in Groton. Wayne Knott is going to help with maps. Jackie Bailey will be there to help research their houses (she was a long-time legal secretary). The hope is that this will grow membership.

Before she goes on vacation, the librarian will be meeting with those who will be covering for her to make sure they know anything that is new.

The upholstery cleaners will come July 22.

At the last meeting, we discussed whether to put Board member contact info out in the public. Sarah contacted the VDL about whether personal emails of board members should be made public. Because any communication with the library is subject to FOIA as well as the Vermont Public Records Act, the VDL suggest a generic email for the board. No decision was made on this topic.

#### **Friends Report:**

Donna Russo-Savage had nothing new to report on behalf of the Friends. Jennie Gaiss thanked the Friends for covering the cost of the ice cream social and Sarky's for donating the toppings and sending two employees to help scoop. Sarky's provided the ice cream at its cost.

The librarian has had inquiries from people wondering when and where they can donate books for the fall book sale. Donna Russo-Savage will report back when that is determined by the Friends.

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

Jennie Gaiss reviewed the following portion of the Policies and Procedures Manual:

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, a 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 Trustee.

Peggy Burgin expressed an intention to attend more regularly in the future.

## **Public Comments**

The trustees determined not to meet in August.

With no further items to discuss, Deborah Jurist made a motion to adjourn which was seconded by Dawn Evans. The motion passed. The meeting was adjourned at 8:29 p.m.

The next regular meeting is September 8, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary