

Groton Free Public Library Trustees Meeting

1304 Scott Hwy

Groton, VT 05046

September 13, 2022 6:30pm

The duly warned meeting of the Library Trustees was held at the at the Groton Free Public Library and via Zoom on September 13, 2022.

Attendance for the meeting:

Trustees Jennie Gaiss, Deborah Jurist and Wayne Knott and Sarah Spira, librarian. Friends representative Donna Russo-Savage joined via Zoom.

Chair Jennie Gaiss called the meeting to order at 6:35pm.

The agenda for the meeting and minutes of July 13 meeting were unanimously approved.

Treasurer's Report

- Select Board is scheduled to meet on Nov 19 for 2023 Budget Review.
- GFPL 2023 proposed budget is due Nov. 2. Deb suggests we begin to prepare next year's budget
- A meeting will be scheduled prior to next GFPL regular meeting to plan 2023 budget proposal. Meeting will be conducted by Treasurer Deb Jurist and Librarian Sarah Spira. All trustees welcome and encouraged to attend and/or submit recommendations prior to the meeting. Deb will send invite once a date/time is scheduled.
- The CD at Wells River Bank is coming due Sept. 26. Given the low interest rate on this investment, in July, we discussed, the possibility of moving some of the funds into a Federal I bond with a higher interest rate. The limit per year for this investment is \$10k. Deb spoke with Town Treasurer regarding the steps to take to make this happen. Wayne moved and Jennie seconded to roll the CD funds into a savings account rather than renew the terms to allow for further discussion on investing these funds. Motion passed unanimously.
- The Select Board adopted a Covid Pay Policy on January 20, 2022. In accordance with this policy, it was moved, seconded and unanimously approved to pay Sarah Spira for 22 hours for the time she was out sick with covid.
- The library is currently at approx. 54% of funds used for library wages for 2022. This is due to the fact that the library operated for several weeks primarily with volunteers while we searched for a new librarian. Sarah suggested that the library open for extra hours for the remainder of the year. She will put together a proposal for discussion at the Oct. meeting. In the meantime, it was moved by Jennie, seconded by Wayne and unanimously approved to add 2 additional hours to the librarian hours per week for program and professional development until the next meeting.

Friends Report

- Donna reported that the Friends met in July and decided not to hold a book sale during Fall Foliage. A pop-up sale was held on Aug. 27 in conjunction with other town activities (Historical Society Open-House, GVFD Chicken BBQ, Community Garden Harvest giveaway). The proceeds from this event were approx. \$125.

- The Friends are exploring the option of shipping leftover books to Better World Books. A portion of the sale of these books would then come back to the Friends. Until then, the books continue to be stored in Alyssa Smith's barn.
- A meeting is scheduled for Thursday, Sept 15 for the Friends to further discuss ideas for support of library activities and fund raising. Sarah will be in attendance to engage in this discussion.

Librarian Report

- Sarah reports that she will attend a training session on Thursday for the new ASPEN system.
- The elevator passed the annual inspection. Next inspection will be Sept. 2023.
- Rural Edge installed doorbells on the main entrance door and the door from the kitchen to the reading garden. A new bike rack has also been installed in front of the building.
- Sarah attended a Safety Training session conducted by the VT Dept of Libraries. Additional measures will be put in place to improve the safety of patrons, staff and volunteers.
- Volunteers Terri Eastman and Julie Paton continue to provide support during open hours. Martha Montague and Kirsten Murch have been busy covering new books and prepping the walls for the upcoming Art Showcase - scheduled for Oct. 1-31.
- Since the Book Sale is no longer housed upstairs, Sarah asked to remove the Alice's Attic Book Sale Sign until we determine another way to appropriately honor Alice Goodine. The sign will be preserved for modification and possible future use.
- Northeast Kingdom Community Action has provided recent support leading story time and crafts as well as stocking the food pantry (in the kitchen) and the bathroom shelves with personal hygiene products. Sarah is testing the use of the outdoor Little Library to distribute some of the food items.
- Game Night and Wednesday Crafts programs continue
- Free covid tests are available at the circulation desk
- An audio book/dvd exchange has been established with the Bradford Library. This will allow our patrons to access new material without additional costs.
- The Community Garden continues to provide free veggies which are available to all near the front entrance. Sarah has been logging the contributions on behalf of the garden.
- With colder weather coming, Sarah has plans to offer essential items (first aid, gloves, hats, etc.) in a Winter Comfort Cabinet inside the library.
- The Groton Food Shelf is sponsoring the after-school snacks at the library.
- The library is sponsoring Family Cooking Classes on Oct 6 and Oct 20. The Growing Peace Project will conduct these classes in the community building kitchen.
- The library will be open for Fall Foliage Day on Oct 1 from 10am-3pm with a craft project and opening of the October Art Showcase.
- Jazzy's Fund is sponsoring a Halloween-themed event on Saturday, October 15. Sarah will lead storytime and Friends are sponsoring the book give-away.
- A Halloween Ice Cream Social will be held on Monday, October 31 in collaboration with Sarky's Smokehouse and the Friends of the Library. Movie will also be shown (if possible).
- Patrons on the email list will continue to receive a periodic newsletter with details of library events/activities and services.
- Sarah thanked Terry, Julie, Kirsten, Martha, Jennie for all of their support and assistance during her vacation, COVID, and continuing assistance in library projects.

Discussion Items

- Town policy on covid pay. Discussed earlier in the meeting. See Treasurer's Report.
- Review of mask policy. Given new guidelines from the State of Vermont, it was moved and unanimously approved to make masks optional.
- Trustee Peggy Burgin experienced a recent change in her health. After an extended hospital stay, she is now a resident at Grafton County Nursing Home. Given this change, Peggy has requested that we seek a replacement for the remainder of her term. The responsibility of appointing a replacement falls upon the Town Select Board. Donna Russo-Savage expressed interest in being appointed for this position. After a brief discussion, it was unanimously decided to recommend to the Select Board that Donna be appointed to fill the vacancy. Jennie will attend the Select Board meeting on Wednesday, Sept. 14 to make this recommendation. (Additional note: Peggy sent a lovely thank you for the flowers/balloon)
- In conjunction with the discussion on filling the vacant trustee position, Deb Jurist returned to a topic discussed earlier in the year. She proposed that the trustees consider expanding the board by two. She will spend time reaching out to members of the community to gauge interest and suggested that other trustees do the same.
- 2023 Budget was discussed earlier in the evening (see notes on Treasurer's report)
- End of year capital campaign. In order to have this ready for mailing in November, Jennie will prepare the letter and have it ready for mailing by Oct. 25.

Review of GFPL Policies and Procedures Manual

Nothing to discuss at this time.

Public Comments

No comments from the public were made

Next Meeting

Due to travel conflicts, it was suggested that we change our October meeting to Tuesday, October 11 at 6:30pm. Approved.

Adjourn: 9:00pm

Respectfully submitted,

Jennie Gaiss, Chair