

Groton Free Public Library
1304 Scott Highway
Groton, VT 05046
October 11, 2022 Meeting

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on October 11, 2022.

In Attendance:

Trustees Wayne Knott, Deborah Jurist, Jennie Gaiss, Donna Russo-Savage, and Dawn Evans; librarian, Sarah Spira.

The meeting was called to order by President Jennie Gaiss at 6:30 p.m.

Approval of Minutes:

Deborah Jurist moved approval of the September 13, 2022, minutes and the September 20, 2022, minutes. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah Jurist reported that the Series I Savings Bond has been purchased.

Someone will need to be available to sign documents at the Town office on October 17 and October 24, as she will be out of town. Chairperson Jennie Gaiss indicated that she can be available.

Deborah Jurist discussed current financials related to the 100 accounts and the 400 accounts. The trustees discussed a draft budget, acknowledging that some categories were underspent during this year because the library did not have a librarian for three months and the ongoing impact of Covid resulted in some activities and expenditures not being undertaken. The trustees discussed making certain to take care of some needs from the current year's funds, such as a desk and replacement sandwich board. The trustees endorse purchasing in the coming year a replacement printer/scanner/copier and a computer to be placed in the back room.

The trustees noted with appreciation all of the work done by Sarah Spira in her time thus far as librarian, enhancing programming and activities; refreshing the layout of the library; making connections and building relationships with neighboring libraries; and working on the Vermont

Department of Libraries certification program, in addition to her existing credentials as the recipient of a master's degree in library science.

Jennie Gaiss moved that the library's budget proposal include an hourly rate increase for Sarah Spira from \$18.00 to \$20.00 per hour beginning January 1, 2023, acknowledging that she was initially hired at a rate lower than the departing librarian who had experience at the library. Wayne Knott seconded the motion. The motion passed unanimously.

Dawn Evans moved that the trustees approve a budget proposal that reflects the draft prepared by Deborah Jurist, as modified by our discussions as to the 100 and 400 accounts. Wayne Knott seconded the motion. The motion passed unanimously.

The library will have a fifteen-minute slot at the Select Board's initial budget meeting on October 29 at 10:00 a.m. Dawn Evans will represent the trustees at that meeting.

Librarian's Report:

Sarah Spira reported that about 70 people came through the library during Fall Foliage Day. The artwork display by community artists that was on display will continue on display to the end of October.

The Friends of the Library made approximately \$300 at the pop-up book sale that took place that day.

A Jazzy's Halloween event will take place October 15.

She has continued story time, with a modest turnout.

On October 31, there will be an ice cream social and a movie. This will be Sarah's first time to show a movie in the building since her employment as the librarian.

The Aspen rollout and training has started.

The librarian reports that she has completed the cataloging course and is beginning the administration course through the Vermont Department of Libraries.

An exchange of DVD's has taken place with the Bradford library, in order to refresh the collection on hand.

The cabinets in the bathroom now house comfort items – such as hygiene materials and diapers.

A door chime has been installed on the front door and there are plans for the installation of a similar chime on the back door.

Sarah Spira has researched the cost of installing a panic button, finding that two buttons have recently been purchased from Countryside Alarms at the cost of \$900 for installation and a maintenance fee of \$25/month.

Sarah Spira has conferred with the town treasurer regarding the available funds with which to enhance library hours during the remainder of this budget year and was informed that the librarian could comfortably work 34 hours/week and be within budget by the end of the year.

The trustees engaged in an extended discussion about the various options of increasing library hours during the remainder of 2022. The trustees favor trying out Saturday hours and additional hours and/or weekdays to see what kind of response there is from library patrons. The librarian has the latitude to make modifications, within the constraints of the existing budget, and will report back on patron response.

Although no representative of the Friends of the Library was present, Sarah Spira reported that they are working on some internal organizational projects, such as bylaws.

There was further discussion about potential expansion of the size of the library board. No action was taken.

Adjournment:

A motion to adjourn was made by Dawn Evans, seconded by Deborah Jurist, and passed.

The meeting adjourned at 9:37 p.m.

The next two regular meetings are November 10, 2022, and December 8, 2022, each at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary