

Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, December 8, 2022 – 6:30 p.m.

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on December 8, 2022.

In Attendance:

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

The meeting was called to order by Deborah Jurist at 6:31 p.m.

Approval of Minutes:

Wayne Knott moved approval of the November 10, 2022, minutes. Donna Russo-Savage seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah Jurist provided the most current year-to-date summaries of the various bank accounts holding library funds. She also noted language contained in the most recent town report for the Town of Groton addressing endowment funds, which states that the library trustees have the power and ability to approve usage of the funds. Having received a copy of a notice sent to the Town Treasurer pertaining to the status of a bank account as potentially deemed dormant, Deborah Jurist questioned whether a library trustee has been a signatory on the account.

Deborah Jurist reported that she and Sarah Spira attended the Select Board meeting of December 7, 2022, and that the library's proposed budget is incorporated unchanged into the proposed town budget that will be submitted to voters at the next town meeting.

Deborah Jurist will report at the January meeting about the status of the I-Bond and the American Funds.

Librarian's Report:

Building and Technology

Sarah Spira reported the recent discovery of a broken window on the interior side of a double-pained window in the front of the library. She has reported the break to Rural Edge and a

repair person has measured the window for replacement glass. Because the break was not made from outside the building, it has not raised a security concern. There is no scheduled date at this time for when the replacement glass will be installed.

Staff and Volunteer Update

There are currently three volunteers who work regularly in two- to three-hour intervals on different days. Sarah Spira reports that she is hoping to delegate some tasks to volunteers once she documents how to perform various processes.

Continuing Education

Sarah Spira has taken the cataloguing course and an administrative course during the Fall months and now plans to take a break from the course work in order to focus on other things.

Library Acquisitions

A final order for materials to be delivered in 2022 has been made. New orders will now wait until January 2023, in order to abide by the timetable requested by the Town Treasurer for year-end purchasing.

Library Systems

The new Aspen discovery tool launched in November and has received positive feedback from users so far.

Over the coming months, Sarah Spira plans to develop a new website for the library, using the tools available in conjunction with the Aspen software.

Library Activities

The Winter Lantern Walk will take place on Friday, December 16, from 5:00-7:00 p.m. It is being planned in conjunction with Sarky's, Artesano, the Groton Historical Society and the Groton Recreation Committee. Both the S.D. Ireland Cement Mixer and Rudolph the Snowplow will be parking nearby. The Historical Society will be hosting Santa Claus. The Friends of the Library will be giving away children's books, providing gift-wrapping at a nearby station, and handing out take-home cooky decorating kits. Artesano will be serving hot cider and mead tasting. Upstairs, the library will facilitate ornament making. Within the next few days, Sarah Spira will be hand-delivering a brief letter highlighting events to neighbors in the vicinity of the library.

There was further discussion about experimenting with Saturday library hours and trying out different hours on different weekdays in January. The trustees entrusted Sarah Spira with determining how to proceed.

Sarah Spira reported that, as a result of about 200 mailings sent out for the annual appeal, \$1,845.00 has been received from twenty individual donors to date. Of the approximate 200 mailings, about 15 envelopes were returned. Sarah Spira intends to update and align the various data bases containing contact information for past donors and current library patrons.

Adjournment:

A motion to adjourn was made by Dawn Evans and seconded by Wayne Knott.

The meeting adjourned at 8:09 p.m.

The next regular meeting is January 12, 2023, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary