

Groton Free Public Library, Groton, VT

Library Trustee Meeting

Thursday, January 12, 2023 – 6:30 p.m.

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on January 12, 2023.

In Attendance:

Trustees Jenny Gaiss (remotely), Wayne Knott, Deborah Jurist (remotely), Donna Russo-Savage (remotely), and Dawn Evans; and Librarian Sarah Spira.

The meeting was called to order by Jenny Gaiss at 6:37 p.m.

Approval of Minutes:

Donna Russo-Savage moved approval of the December 8, 2022, minutes. Wayne Knott seconded the motion. The motion passed unanimously.

Librarian's Report:

Trustee Updates/Questions

In thinking about the website, Sarah Spira noted that library policies are not presently accessible there. She will also be developing for presentation at the next meeting a photography policy for the trustees' consideration. Once adopted, it would also reside on the website.

A sentence was added to the language submitted to the Town Report acknowledging the contributions made by the Friends of the Library to the library's funding.

We should think about what groups might be interested in using the library space for meetings, including on days upon which the building is not otherwise open to patrons.

Sarah Spira provided information about how to obtain highway signage about the library.

The Vermont Library Survey for 2021 has been issued. Groton is listed in that survey as a town of 1,000-2,500 because the survey took into consideration the portion of Ryegate's population for which Ryegate contributes funding to the library.

New hours for the library will begin next week, which increase the number of hours per week that the library is open to the public from 15 to 18 hours. They are:

Wednesdays 11:00 a.m. to 5:00 p.m.
Thursdays 11:00 a.m. to 4:00 p.m.
Fridays 2:30 p.m. to 7:00 p.m.
Saturdays 9:30 a.m. to 12:00 p.m.

Trustee Training

Sarah Spira provided links to several videotaped training sessions that could be helpful, as well as information about strategic planning and rural libraries.

Building and Technology

Rural Edge has made needed repairs to a window and light fixture and provided a gallon of the current wall color for touch-ups.

Sarah Spira will be seeking further information about an existing video camera.

Thought is being given toward any capital improvements to be considered for the year, such as a mural or garden.

The elevator maintenance company has submitted a new three-year contract in which the annual maintenance charge has been increased from \$375 a year to \$425 a year. This increase was not known at the time the library's budget for 2023 was being prepared. The elevator is typically serviced in July. The annual inspection fee is typically billed in January. The new contract will be executed and transmitted.

Volunteers

A meeting with the volunteers will be held on January 20. One purpose of the meeting is to obtain information about each person's anticipated availability during the year, so that adequate staffing can be arranged.

Continuing Education and Meetings

Sarah Spira is currently taking a Records Management Course, which has already proven useful.

Collections and Materials

Some new materials will be ordered during January.

Finance

Sarah Spira notes that the proposed 2023 budget did not make provision for the purchasing of an air conditioner for the library.

Grants

Sarah Spira provided links to information about the ALA Libraries Transforming Community Grant Program and about capital grants that will become available through the Department of Libraries as a result of ARPA funds.

Outreach

Sarah Spira has initiated contact with the local 4-H group and the Vermont Department of Wildlife's Hunter Education Program. She is thinking about ways to partner with the Community Garden's work. She is also thinking about working with Rural Edge in getting support for obtaining an ALA grant to enhance accessibility for Clark's Landing patrons.

She will continue to work with NEKCA and GHS.

Programs

A number of programs are already ongoing or planned in the coming weeks, including Friday Collage, Saturday Scrapbooking, providing a Libby/Overdrive refresher, Storytime, Movie Night, Yarn Swap, and two Valentine's Day events one of which is geared toward adults and the other toward children.

Reference

Sarah Spira is working on a system to enhance the tracking of reference questions.

Youth Services

The new library hours are an opportunity to take the momentum that has been developed with the Tween and Teen Lounge and build on it. Sarah Spira hopes that, with adequate volunteer coverage during the new hours, she will be able to devote more time to hands-on programming with the tween and teen patrons.

News and Marketing

Sarah Spira has been working on using a calendar tool to plan for marketing during 2023.

Digital Services

The new catalogue system has launched.

Work on development of a new website will continue.

Treasurer's Report:

Deborah Jurist provided the most current summaries of the various bank accounts holding library funds. She made a motion to close the PayPal account, which was seconded by Wayne Knott. After discussion, Wayne Knott withdrew his second of the motion and Deborah Jurist withdrew the motion. It is agreed that Deborah Jurist, Sarah Spira, and the town treasurer will have to work together to access the PayPal account and to determine whether its continued usage is worthwhile.

Deborah Jurist will circle back to determine what interest has been earned to date on the I-bond.

Deborah Jurist learned from discussion with the town treasurer that expenditures from the library's endowment fund must be approved by the library trustees and that the Select Board then signs off on them.

No evidence has been found that a 501(c)(3) has been established in the name of the library. The trustees will continue to examine the question of whether it is worthwhile to establish an entity that would facilitate the library's receipt of tax deductible donations.

Friends Report:

New officers have been elected: Anne Hatch – President, Janet Paige – Secretary, and Alyssa Smith – Treasurer. Anne Hatch was invited to attend this meeting and will be invited to future meetings.

The Friends provided funds to purchase passes to the Montshire Museum and the Fairbanks Museum and to purchase Volume III of the Vermont Almanac. The Friends sponsored the recent Lantern Walk and the cookie kits that were provided in conjunction with that event. The trustees are very appreciative of their work and commitment.

There will be a meeting of the officers with Sarah Spira soon.

Town Meeting – March 7

Two openings on the Board of Library Trustees will be voted on at that meeting – a one-year term and a three-year term. Donna Russo-Savage and Deborah Jurist are both willing to run again for those two terms, respectively.

Jenny Gaiss says we may want to consider having a table at the town meeting, publicizing the new library hours and providing other pertinent information.

Adjournment:

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

The meeting adjourned at 8:28 p.m.

The next regular meeting is February 9, 2023, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary