

Groton Free Public Library, Groton, VT

Library Trustee Meeting

Thursday, March 9, 2023 – 6:30 p.m.

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on March 9, 2023.

In Attendance:

Trustees Jennie Gaiss, Wayne Knott, Deborah Jurist, and Donna Russo-Savage; Librarian Sarah Spira. For a portion of the meeting, SG, SL, and SM, minor community members.

The meeting was called to order by Jennie Gaiss at 6:33 p.m.

Newly-Elected Trustees:

The Trustees congratulated Deborah Jurist and Donna Russo-Savage who were elected on Town Meeting Day, March 7, 2023, for three years and one year, respectively.

The Trustees noted the glowing tribute paid to Sarah Spira at the end of the Town Meeting for her work as Library Director.

Approval of Minutes:

Deborah Jurist moved approval of the February 9, 2023 minutes. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah Jurist reported that the GFPL budget was approved on Town Meeting Day. She signed documentation necessary for Sarah Spira to begin receiving the pay increase previously approved by the Trustees, which will apply retroactively.

Deborah Jurist confirmed that the Library's certificate of deposit (CD) earns interest at 0.3000%. The CD has a term of six months, which will next mature on March 26, 2023. The current balance is \$21,922.74. The I-Bond purchased in October 2022 with \$10,000 from the CD earns interest at 9.62% and has earned \$156 in the months since its purchase. The Library is eligible to buy another \$10,000 I-Bond in 2023 at the current interest rate of approximately 6.67%. Deborah Jurist reported that, now that an account has been created, it would be relatively simple for the Town Treasurer to purchase a new I-Bond on behalf of the Library. The Trustees discussed the merits of purchasing an I-Bond at this time, and perhaps again in 2024.

Deborah Jurist moved that the Trustees (i) withdraw \$10,000 from the CD prior to March 26 and use the funds to purchase an I-Bond and (ii) allow the balance of the CD to “roll over” for a 12-month period. Wayne Knott seconded the motion. The motion passed unanimously.

Librarian’s Report:

Trustee Training

Sarah Spira will provide an electronic copy of the paper report she distributed so that it is simpler to access the links to online training for public library trustees.

Building and Technology

Sarah Spira will meet with Gary Lamberton on Friday to better understand the decisions made when current technology was provided to the Library. She hopes to work with him and Terrence Curran to design a plan for improvements, including internet connectivity, networks and equipment, and other areas. It is unlikely that the new NEK Broadband would be available to the Library as it is already served by Spectrum. Jennie Gaiss suggested contacting Spectrum to determine if it can do anything to improve the Library’s connectivity, although the issues likely lie with the Library.

Volunteers and Staffing

Sarah Spira will meet with volunteers on March 10. In addition to other March/April volunteer needs, she will work with them to coordinate coverage for library hours during her planned vacation April 8-16. Wayne Knott offered to help with gaps in coverage. Donna Russo-Savage offered to help if needed on Saturday, April 15.

Continuing Education and Meetings

Sarah Spira attended an informal peer-to-peer training on the KOHA system in Norwich. It was helpful to have her specific questions answered and to identify a valuable contact for future assistance.

After taking a brief hiatus during the winter months, she has registered for a collection development course. She will also be taking records management and technology electives this spring.

Finance

Sarah Spira will work with Deborah Jurist and the Town Treasurer to address identified issues with the PayPal account.

Grants

Sarah Spira is attempting to complete two grant applications before the end of March – the Summer Program Grant (\$300; due March 15) and the Winnie Belle Learned Grant (\$500; due March 31). Although the Winnie Belle Learned Grant is not limited to summer programs, she is contemplating using it for a summer poetry program, perhaps culminating in sidewalk art, as the Grant’s objectives include literacy and fostering a love of learning in youth. Given the tight time frame for writing the application, Deborah Jurist suggested that the grant proposal could be for other less ambitious purposes. Sarah Spira stated her intent to arrange for other people to provide programming for which the Grant funds would pay. The Trustees discussed possible programming available through the Montshire Museum, the Fairbanks Museum, and VINS.

Sarah Spira is also working on a needs assessment due on March 31 in connection with the DOL Capital Grants opportunities. Although Rural Edge has agreed to assume primary responsibility for applying for the grants, the expectation is that the proposal is from the Library – and there are portions of the needs assessment that only Sarah can complete. The needs assessment is intended both to identify which projects are “shovel ready” and also to assist applicants to reach that stage in their proposed projects.

Finally, Sarah Spira must complete her first annual report to the State, which is also due on March 31.

Outreach

Sarah Spira is continuing to reach out to local organizations and invited the Trustees to pass along ideas for possible collaborations.

Programs

- March 11, Saturday, 10:30 a.m. – “The Many Meanings of Maple in Vermont” (VT Humanities Council)
- March 18, Saturday, 9:30 a.m. – “Crochet a Granny Square!”
- April 1, Saturday – [“Spring Fling” or “Cabin Fever Festival” – final name TBD] – This event will involve a chocolate egg hunt with Jazzy’s, coupons from Sarky’s, and possibly the Fire Department and other participants.
- April 2, Sunday – Hunter Education program (Vermont Department of Wildlife) – This eight-hour program will take place in the Library, the State Forest, and a location suitable for shooting firearms. The Library will host the indoors portion and the Department will provide the presenter(s) and any materials.
- April 28, Friday, 5:00 p.m. – “Sorting the News from the Chaff” (Vt Humanities Council) – This event is co-sponsored with the Groton Historical Society, which has selected two intriguing incidents from Groton’s past for exploration.
- April, date TBD – Fair Housing Month presentation (Rural Edge)
- April, date TBD – VT Department of Health presentation

- May, date TBD – [Vermont Reads 2022](#) Facilitated Discussion of “The Most Costly Journey; Stories of Migrant Farmworkers in Vermont (VT Humanities Council)
- June, date TBD – Beekeeping (VT Humanities Council)

The Trustees discussed the possibility of a fishing program – e.g., fly-tying, fishing derby, etc. – possibly in conjunction with the Recreation Department.

News & Marketing

Sarah Spira again invited the library trustees to provide any thoughts or input on the website.

Friends Report:

Jennie Gaiss reported that the Friends received \$172 in donations for the lovely desserts they provided at Town Meeting.

Election of Officers:

Wayne Knott moved that the Trustees elect the same individuals to their current offices. Donna Russo-Savage seconded the motion. The motion passed unanimously. Donna Russo-Savage will assist Jennie Gaiss as needed.

Photography Policy:

Deborah Jurist moved that the Trustees approve the text of the draft Photography Policy presented at the meeting, and that they sign a properly formatted policy at the April meeting. Wayne Knott seconded the motion. The motion passed unanimously.

Adjournment:

A motion to adjourn was made by Deborah Jurist and seconded by Wayne Knott.

The meeting adjourned at 8:30 p.m.

The next regular meeting is April 20, 2023, at 6:30 p.m., as approved at the February 2023 meeting.

Respectfully submitted,

Donna Russo-Savage, Trustee