

Groton Free Public Library, Groton, VT

Library Trustee Meeting

Thursday, June 8, 2023 – 6:30 p.m.

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on April 20, 2023.

In Attendance:

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

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

Approval of Minutes:

Dawn Evans moved approval of the May 11, 2023, minutes. Jennie Gaiss seconded the motion. The motion passed.

Treasurer's Report:

Deborah Jurist reported that Sarah Spira has asked for and received detailed information from the Town Treasurer. Sarah was interested in assuring that the library's records and the treasurer's records were reconciled. At this point, we are 41% through the budget year. Deborah said that she is impressed with the professional manner in which our budget is being spent. We received the check for the Winnie Bell Learned Grant. Deborah thanks Sarah for doing the work to get this \$500 for our library.

Deborah thanked Wayne and Henry Knott for fixing the picnic table.

Donna Russo-Savage provided an update regarding the library's ability to use its PayPal Account (copy attached). Donna notes that the fee taken out of the sample "donation" must represent whatever is standard – whether it's a fee or a percentage.

Jennie Gaiss thanks Donna for doing the work to produce the report. Donna says Lisa Hart, the Town Treasurer, did a great job in making sure it all happened.

Librarian Director's Report:

Last week, we experienced a broken porch window. Rural Edge has been here to measure and will be repairing it within the next week. Rural Edge also got the water spigot outside turned on so that volunteers can water plants.

Terry Eastman donated a high-quality air conditioning unit that has made a huge impact. It is very much appreciated.

Volunteers met this week to go over summer programs. If you know anyone interested in volunteering, please have them contact Sarah. They are involved in various projects – working on the dollhouse, sanding the sandboxes, and participating in the fledgling art club. Volunteers are definitely involved in every aspect of running the library. It has been helpful to have regular volunteer meetings. Thanks to Steve Hart for painting and refreshing the three existing child-sized picnic tables and building sandbox tabletops so that they can be used separately.

The summer theme is “all together now” so our programs are tangentially related to that theme, whether it is working on the dollhouse, the sandboxes, the good citizen challenge, or the summer reading encouragement.

Sarah begins a reference course in July. After that, there are some electives she needs to do in order to complete her degree program.

Sarah has been doing a good amount of purchasing to get ready for summer readers. Martha Montague and Kirsten Murch have helped with book covers. Among recent purchases are a disc golf frisbee set, some hula hoops, and a cornhole game, each of which can be checked out. This afternoon, work was done in creating a station where those items will stay when not checked out, located underneath the bulletin board.

We received the Winnie Belle grant. There will be some reporting associated with it.

Jennie and Sarah will be working together on the CLIF organization and identified a couple of grants that might be appropriate for the library. We will need to strategize pacing ourselves to work on these.

Sarah says she has a volunteer who may be interested in working with her on the Fall Foliage Planning Committee. She will look to Jennie for help with preparing marketing materials, once they know the particulars of the dates.

NEK Community Action Mobile Unit will come on June 21. The NEKA marketplace coordinator will load up the van with what they provide. Going forward, they will come once a month.

Sarah asks if someone can take on hanging the plaque for Patrick Shattuck.

Someone needs to take down the Alice’s Attic sign because we no longer have a book sale going on upstairs.

Sarah says there are three armchairs and a couch that can be rehomed. Jennie suggests contacting Rural Edge to see if Clark’s Landing would have any use for them. Jennie moves

that we allow Sarah to research opportunities to dispose of these items. The motion was seconded by Wayne Knott. The motion passed.

Sarah has funding in her supply budget to move forward with purchasing a counter dishwasher and move away from paper cups and plastic tableware, so that we can use reusable things.

Jennie reports that the Groton Recreation Committee contributed \$200 to go toward the summer concert series. A banner has been installed. The Committee is also supporting the high school participants in the concert by donating \$100. Thanks to Sarah for pulling this together.

Friends' Report

Sarah reports that on Saturday, May 27, the Friends held a book sale as part of the Town's yard sale. We raised \$137 plus \$85 for a bike sold by silent auction. After the book sale, these books will be donated to neighboring libraries.

The Friends plan to purchase 72 tote bags with the Library logo. A portion will be reserved for the recognition of volunteers and patrons, distributed by the librarian at her discretion. The rest will be sold as an ongoing fundraiser. Sarah thanks Jodi Fleurie-Wohlleb, who has been working on this. Anne Hatch and Sarah will be meeting later this month to continue talking about how the Friends group fits into the bigger picture of the awesome things going on at the library.

WiFi Equipment Upgrade – Update

Sarah Spira reports that she met with Gary Lamberton regarding moving forward with purchasing computers and addressing internet connectivity. They discussed the specs for the computers to be purchased and discussed the connectivity problems. Gary has gone back to his supplier to get updated prices. Gary, Terrence Curran, and Sarah did some troubleshooting. They are going to do a test to get a deeper understanding of how to enhance the wireless coverage upstairs and how to handle the amount of usage that is taking place – the number of devices that are connected at any given time. Part of the challenge is the grade of equipment we have is not commercial grade. We've identified some potential solutions but a more refined proposal about what to do about it is yet to come.

USDA Grant Update – Mike Gaiss

Michael Gaiss reports that Rural Edge has arranged to use the SASH space for the community center. If the grant application is successful, there will be video conferencing and 2-3 personal computers located in the community center. We will also be able to outfit South Ryegate's library with a couple of computers. They don't have at present an online catalogue. A WiFi hotspot is going to be put in into the newly-remodeled Nature Center, which is currently a dead area for service. There will also be money available for equipment to be purchased by

the Library. The grant will probably be \$2 million and the coverage area will run down from New Discovery to Powder Springs Road to South Ryegate. Seeking the grant will be a very competitive process. While there are probably 40 letters of support coming in, it would be great to have a letter of support from the Library. The grant application deadline is in 11 days.

Public Comments

Jennie reports going to a Village Meetup in Stratford, VT, that was a day of stories of people helping each other – such as, a nonprofit helping save a farm and a town that saved a general store. Sarah Waring is the state director for USDA rural development. She said you don't know what you've got until it's gone. The money for these infrastructure projects isn't always there, but it is now.

Adjournment:

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

The meeting adjourned at 8:05 p.m.

The next regular meeting is July 13, 2023, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary

To: Trustees and Library Director, Groton Free Public Library

Cc: Lisa Hart, Town Treasurer

From: Donna Russo-Savage, Trustee

Date: June 8, 2023

Re: PayPal Account

Pursuant to the request made at the Trustees' May 11, 2023 meeting, I met with Groton Treasurer, Lisa Hart, regarding the Library's PayPal Account:

- A. Lisa replaced the former Trustee's credentials with her own, as Town Treasurer.
- B. In addition, the Library Director and any Trustee may sign into the PayPal Account online through a shared User Name and Password ("GFPL Credentials"), which I will share privately with you.
- C. The Tax ID for the PayPal Account is the Town's.
- D. The PayPal Account is linked to the Library's xxxxx1170 Account at Community Bank.
 1. Once logged into the PayPal Account, the Treasurer, the Library Director, or any Trustee can transfer funds in the PayPal Account into the 1170 Account.
 2. It appears possible to make the transfer to the 1170 Account occur automatically upon receipt in the PayPal Account, but this is probably not particularly necessary or desirable at the current time.
- E. The Library maintains a balance of \$9.00 in the 1170 Account at all times.
- F. The Library Director/Trustees can access funds in the 1170 Account by asking the Treasurer to transfer them into another Community Bank account (likely the 400 Account).
- G. To help test the system, Stuart Russo-Savage made a \$20.00 donation by credit card to the Library using the PayPal link on the Library's website.
 1. PayPal sent an email notification to the Library's Gmail address. It did not notify the Treasurer.
 2. The Treasurer and I were both able to see the donation by logging into the PayPal Account.
 3. PayPal deducted a fee of \$1.07.
 4. I transferred the remaining \$18.93 to the 170 Account, while logged into the PayPal Account.
 - I chose a free option by which the money will not be accessible in the 170 Account for 1-3 days.
 - There is a \$0.50 fee for transfer to the 170 Account if the Trustees want the funds to be accessible instantly.

I also spoke with two other individuals who have experience with fundraising by small nonprofit organizations. Both organizations have accepted donations via PayPal for years and continue to do so. One of the individuals mentioned that there is another, newer service that some organizations are using – but that PayPal has upgraded and modernized its options in response and there is no clear reason to discontinue PayPal.

Please let me know if you have further questions, need clarification, or would like me to research any other aspect.