

## **Groton Free Public Library, Groton, VT**

### **Library Trustee Meeting**

**Thursday, July 13, 2023 – 6:30 p.m.**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on July 13, 2023.

#### **In Attendance:**

Trustees Jennie Gaiss, Dawn Evans (remotely), Deborah Jurist, and Donna Russo-Savage; and Library Director Sarah Spira.

The meeting was called to order by Jennie Gaiss at 6:38 p.m.

#### **Approval of Minutes:**

Deborah Jurist moved approval of the June 8, 2023, minutes. Donna Russo-Savage seconded the motion. The motion passed.

#### **Treasurer's Report:**

Deborah Jurist reported that she has gotten and reviewed the bank statements. The America Fund remains status. We have received a \$338.00 dividend. We have earned \$30.00 in interest on the certificate of deposit at Wells River Savings Bank. The 400 account has received some donations made in honor of Diane Kreis. The PayPal account worked for persons seeking to make donations. We have received approximately \$750 in donations honoring Diane Kreis, at least \$300 of which were made through PayPal.

Diane Kreis recently died. She was a former library trustee and her obituary identified the Groton Free Public Library as a place to make donations honoring her memory. Deborah Jurist believes that the \$49,000 endowment came from her.

Sarah Spira notes that there will be some big expense items coming up this month.

#### **Library Director's Report:**

Deborah Jurist moves that we take money from the 400 account with which to purchase a countertop dishwasher. Donna Russo-Savage seconds the motion. The motion passes.

Sarah Spira reached out to Community Connect Grants to get more information. August 20<sup>th</sup> will be 60 days out from when the grant application was submitted.

Gary Lamberton helped set up the new laptop and computer, facilitating their being connected via wiring rather than wirelessly, which should alleviate some of the load being placed on the existing system. He is continuing to work on the connectivity issues.

Deborah Jurist encouraged Sarah Spira to continue to work on pricing what it would cost to upgrade the WiFi. The other trustees concurred.

Sarah Spira hopes to take off August 30-31. She is working on getting volunteer coverage lined up. She proposes closing the library the week of Thanksgiving and the week between Christmas and New Year's. The trustees approve.

Sarah Spira is working on scheduling another volunteers' meeting.

She will begin another class in July.

Sarah Spira had a request from Diane Kreis's daughter for contact info of those who had made donations in her mother's honor. Sarah checked with the Vermont Department of Libraries about divulging the requested information and was told that providing contact info alone is fine.

Sarah Spira has been working with Lisa Hart on a process for tracking contributions made during the annual appeal.

She reports that NEKCA's Wednesday visits have been successful. They are being advertised through the Town's electronic signage.

Sarah Spira has reached out to the Vermont Council on Aging, and they will meet soon.

Jennie Gaiss thanks Sarah and expresses appreciation for the outreach and her efforts to build partnerships.

### **Friends' Report**

Jennie Gaiss says that the Friends are still finding their footing with new officers and stepping away from book sales.

Lois Bostrom will man a table at the concert on July 14, selling tote bags at \$20.00 apiece.

Jennie will send thank you notes to the volunteers.

### **Annual Appeal**

Donna Russo-Savage and Sarah Spira have been discussing the annual appeal. We still have some follow-up to do to clean up the mailing list.

Sarah will work with Donna Russo-Savage and Deborah Jurist in planning for the annual appeal. They hope to meet in August.

### **Policy Review Committee**

Jennie Gaiss proposed the establishment of a Policy Review Committee, with its initial members being Jennie Gaiss and Donna Russo-Savage, who will work with Sarah Spira. Donna Russo-Savage seconds the motion. The motion passes.

### **Annual Budget Committee**

Deborah Jurist will work with Sarah Spira on this, with the hope of having a budget ready for the trustees to review in October.

### **Public Comments**

No one is on hand to make public comments.

### **Adjournment:**

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

The meeting was adjourned at 7:40 p.m.

The next regular meeting is September 14, 2023, at 6:30 p.m.

Respectfully submitted,

Dawn Evans, Secretary