

Groton Free Public Library, Groton, VT

Library Trustee Meeting

Thursday, September 14, 2023 – 6:30 p.m.

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on September 14, 2023.

In Attendance:

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

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

Approval of Minutes:

Deborah Jurist moved approval of the July 13, 2023, minutes. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah Jurist reviewed the year-to-date budget and expenditure numbers. The CD and the Wells River funds remain intact at the same level as previously. Our PayPal account is active because of the work that Donna has done. Donna gives credit to Lisa Hart for helping us get it working.

Sarah says she is hoping by 2024 to be able to track expenditures for adult books versus children's books, but that she is not quite to that level of detail now. She continues to work with Lisa Hart in processing expenditures, but there is often a bit of lag between when she submits them and when they are reflected in the accounting reports generated by the Town.

Library Director's Report:

The new computer has been unboxed and set up but still needs to get connected to the internet. Currently, the wireless network doesn't make it back to the backroom, which is why Gary Lamberton is hardwiring it. On Monday night, Gary will be working on it, which will involve turning of the WiFi for an hour from 7:00-8:00. Sarah will give notice of the planned shutoff on the website and by signage in the building.

Four plush chairs were rehomed within the community this week.

We had a very busy summer - 500 adult visitors versus 326 last year. Children visits were 293 versus 152. Sarah appreciates the work of the volunteers in moving things along.

Sarah has finished all of the core courses for the certificate program, so she now just has the electives to complete. These can be done on her own schedule rather than at preset times, which she anticipates will enable her to get through them more easily.

Upcoming programs include the Fall Foliage community art showcase. There will not be a book sale. There will be a small giveaway of books that have been removed from the collection. Richard Montague will be doing a wood turning demonstration upstairs. There will be a display of artwork that has been submitted.

Sarah has connected with the Fish and Wildlife Department about doing another training. The Department proposes hosting it at Seyon Lodge as the library is just too small. It would be a two-day training. So, the library would be a sponsor, but it would take place in a space that would accommodate those attending.

The winter festival will be a repeat of the lit-up trucks. It will take place on a Friday early in December – as early as it can be scheduled.

Sarah thanks NEKCA, Tara Hathaway and Terri Eastman for bringing the supplies and care kits. NEKCA comes now officially every second Wednesday from 11:00 a.m. to 1:00 p.m. They provide “care kits” which have toiletries including period products. NEKCA’s supply of diapers is limited. Sarah expects at some point to have to solicit funds for purchasing supplies. They bring food and information about housing.

The recreation library is now situated near the door.

With the computer located in the back, that room is now more of a study area.

Sarah received the updated personnel policy for the town, which she is reviewing.

She submitted children literary grants, with Jennie’s assistance. If awarded, it would fund a storyteller and the purchase of some books.

She has checked with Joy Worland about the capital Improvement grants. She hopes it will be funded in the Fall of 2023.

Sarah met with representatives of the NEK Council on Aging about partnering with them on a program. What the program will be is still in the works.

WiFi Upgrade Proposal:

Deborah and Sarah have discussed what could be spent out of endowment funds to accomplish the timing of the WiFi upgrade in 2023. Wayne Knott made a motion that we approve the expenditure of \$1300 on the WiFi upgrade. Jennie Gaiss seconded the motion. The upgrade will extend the range of the WiFi to the entire building and the parking lot. It will

involve commercial-grade equipment. Deborah noted that there are funds in both the 400 account and the Wells River money market account. That account is supposed to be used “at the discretion of the Groton Library Board of Trustees”. Deborah spoke to Lisa Hart about it. Lisa said we should write up a purchase order which Lisa will present to the SelectBoard. Deborah made a friendly amendment that we pay for the WiFi upgrade out of the Wells River account, with the last four digits of 4383. Wayne accepted it as a friendly amendment. The motion passed.

Jennie thanked Terrence, Gary and Sarah for their work in getting us to this point.

Sarah said that Gary has put in a lot of work on a volunteer basis.

Sarah has connected with Rural Edge because the work will require the addition of a node on the outside of the building. There will also need to be a shelf to mount the equipment high enough to be out of reach. She estimated it will be 6-8 weeks until the upgrade is completed.

Friends' Report

The Friends are doing a raffle and silent auction as a part of the Fall Foliage Festival. The raffle prize is an Afghan that Crafts and Conversation has been making. The silent auction items may include artists' work in the showing, with a set minimum bid. The volunteers will be involved in hanging the work for the show beforehand.

The raffle prize will be drawn during the last setting of the chicken pot pie supper. The timeframe of the silent auction has not yet been set.

The next volunteer meeting will be in early October.

Annual Appeal Planning

Donna says she did a little bit of work with the list of names that Alissa had put together, rearranging it a bit and adding information about the persons who had donated money in the past. She was very surprised how many people hadn't ever donated or hadn't given anything in a long time and wondered whether to send it to all of those people. But she understands that sending it to all active patrons is how it's been done in the past.

Sarah reported asking Joy Worland about emailing versus mailing solicitations. Given the disclaimer contained on the library card application about what usage will be made of contact information, using addresses for an appeal seems appropriate. Sarah has posted a sign indicating that a person can upon request modify what access is given to their contact information. For this year's appeal, Sarah proposed that it be sent to people who have given through the appeal in the past, people who have newly joined the library, and people who have made donations outside of the annual appeal. Last year it was sent to the active patron list plus active donors. Sarah can also include a link to the appeal letter and a link to PayPal in

the November newsletter. Wayne made a motion to approve what Sarah has proposed as recipients of the appeal letter. Jennie seconded the motion. The motion passed.

Jennie views the annual letter as a way of letting people know what's going on with the library and, if they make a donation, great.

Deborah notes that Avery software works well for doing address labels.

Sarah will create the list and buy the supplies. The mailing will include the appeal letter, the donation form, the newsletter, and an information sheet about the library. The Trustees think including a return envelope is a good idea, but without return postage.

Jennie will draft the appeal letter.

Policy Review Committee Update

Sarah, Donna and Jennie have met. Sarah had some materials from the Vermont Department of Libraries about the "must have" policies recommended. Our binder lists the policies in alphabetical order, but it's not necessarily logical. Donna put together a spreadsheet that matches our current policies with the ones that are strongly suggested for municipal libraries. Jennie reported that the Committee feels it's an important step to strengthen and make sure the language is correct, so the Committee is working through it, without a preset deadline for completion. The Committee will meet again next week. Sarah has done a good job of identifying what we have and where we can improve upon it. Once completed, we will post it online and in the library.

Annual Budget Committee Update

Deborah Jurist reviewed the identified changes for 2024, line by line. There will be changes in payroll, given Sarah's anticipated completion of the accreditation process. There is an anticipated increase in the software description from \$1,000 to \$1,300 based upon the addition of a program. The elevator expense will be increased to match the actual cost of annual maintenance this year. The computer budget will be decreased because of the purchased completed this year. The increase in furnishings pertains to the planned acquisition of two air conditioning units and a shelving unit for children's books. In the endowment area, there is the proposed acquisition of a bike repair station and some increased hours to Sarah for the website overhaul. We will work with the Treasurer to navigate paying for the additional hours from endowment funds.

Adjournment:

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

The meeting adjourned at 8:20 p.m.

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

Respectfully submitted,

Dawn Evans, Secretary