

Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, December 5, 2024

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on December 5, 2024.

Trustees in attendance were Jennie Gaiss, Chair (remotely); Deborah Jurist, Treasurer; Dawn Evans, Secretary; and Wayne Knott. Also in attendance was Sarah Spira, Library Director.

Jennie Gaiss called the meeting to order at 6:41 p.m.

No adjustments or additions were made to the agenda.

November 7, 2024, Minutes:

Deborah Jurist made a motion to approve the draft minutes of the November 7, 2024, meeting of the Trustees. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah Jurist says that we are finishing our purchases and the YTD numbers look fine.

The elevator inspector was here yesterday.

Jennie asks whether we have any feedback on the library's budget from the SelectBoard meeting. Deb said that the town staff spent a lot of time explaining how things work to the new members. Deb doesn't think there will be any problem from the SelectBoard. It will go into the budget for the town meeting. We had increases in line with those being proposed by other departments.

Library Director's Report:

Operations/ Administration/Staffing

Rural Edge finished repairing the locks.

Rural Edge will be handling the snow removal in advance of Winter Lights.

Theresa Switzer is aware that snow removal from the parking lot has been an ongoing issue. She is working with the snow removal people to remove the plowed snow from the parking lot.

One of the streetlights illuminating the parking lot is out and a work order has been put in to repair it.

Wayne and a young volunteer helped with the leaf litter removal. Sarah would like to think about a solution next year to cover the gap between when lawn maintenance ends and snow removal begins.

Sarah has had been given access to the garage space to use for the Winter Lights events. We had some challenges getting into it, but we are all set to use it now.

Sarah has sent in our annual contract with Green Mountain Library Consortium. The annual membership fee will be paid before the end of the year. It's about \$500 which is in the books and digital category in the budget.

Sarah and Julie Peyton have composed a draft annual report for the Department of Libraries and are on target to submit it on time before the end of the year. Sarah says it has become easier each year because they have come up with what data needs to be captured and how to capture it.

We have received our annual \$200 contribution from the Town of Ryegate which it pays for their town residents' usage of the library.

The following updated statistics are through the month of November:

Attendance	Jan	Feb	Mar	Apr	May	June	July	Aug.	Sept.	Oct. .	Nov.
Adults	141	138	162	113	118	129	171	202	198	390	195
Youth	31	37	26	65	45	38	57	61	35	84	30
Children	19	70	88	152	53	52	146	116	55	137	66

Circulation	Checkouts	Renewals	Totals
Jan	164	48	212
Feb	190	41	231
March	188	53	241
April	139	50	189
May	197	111	308
June	222	86	308
July	280	70	350
August	315	110	425
Sept.	193	62	255
Oct.	247	59	306
Nov.	185	105	291

Our attendance is strong. Likewise, our circulation numbers are strong.

Sarah has made all of the purchases for the year except for the Simquest bill.

Programs & Events

Sarah has sent the monthly newsletter and has done the one-page itemization of the month's programs which is available at the front desk.

The recovery group, which will be run by Kingdom Recovery Group, will be coming soon to the library.

Northeast Kingdom Learning Services, which supports learners 16 and over, they offer GED, etc., will begin coming on a weekly basis. This idea came out of the patron survey.

The NEKCA food security unit continues to come. The Economic Equity Department and Housing Unit have started coming in addition to when the food security unit comes.

At the end of January, we will host author Ethan Tapper who will speak about his new book How to Love a Forest. His publisher has asked if he could sell books while here as there is not a bookstore nearby. This fits with our policy.

Sarah has started reaching out about programming in the spring. She is working with the Vermont Department of Public Health about doing a program on car seat safety.

Planning for Winter Lights is in place. Rural Edge will bring its popcorn machine. Hot chocolate will be provided by Northeast Kingdom Community Action. Friends of the Library will be hosting a cookie sale. There will be a winter clothing giveaway.

Deborah commends Sarah for working to get turkey baskets distributed from Northeast Kingdom Community Action for Thanksgiving.

Grants

With regard to the Capital Improvements Grant, there is a meeting scheduled for December 11, and there will be a meeting with the Department of Library team prior to December 20th.

With regard to the Community Connect Grant, Sarah was on an initial call with Christa Shute (Executive Director of NEK Broadband), Tonia Ozone, and Mike Gaiss (Groton representative on the NEK Broadband board). Tonia Ozone is the sales and marketing director and she will be overseeing the community program director. Jennie says planning is still in an early stage. At this juncture, Mike Gaiss was identified in the phone call as the primary contact for the community center.

The library was invited to meet with the NEKCA Economic Equity Department and Digital Equity Program Manager at NEKCA on Friday Dec. 5th.

The library was also invited to participate in a four-hour planning meeting tentatively scheduled for January 10th to get community input on what the community center will be. Community stakeholders will be invited. Sarah has requested that 1-2 trustees be present for this meeting. Jennie recused herself from consideration. Deborah said she could be present for the January

10th planning meeting.

Sarah still has questions about what the library's role and relationship in this grant. There was some discussion about internet service. We want to understand what the nature of the library's obligations under the grant.

Another piece of information was providing an equipment list for tech purchasing that would be funded by the grant. On the call, it was articulated that the equipment list could be revisited, so Sarah wants to understand how that process will work.

Deborah says we need to understand what the relationship is between the library and the community center. How does the library handle when people come from the community center to the library. What are we promising we will do. Joy Worland suggested a memorandum of understanding. Deborah thinks that's a good idea.

Deborah says we need to understand the scope of the library's commitment.

Dawn says it is premature to try to talk about what the library might do in several years about the space to be utilized by NEK Broadband as its community center, as that would involve a lease with Rural Edge.

Jennie reviews the history of the grant. We were offered having the community center in the library, but we are not open 40 hours so the other center was to be established to fulfill the additional hours beyond the library's. We provided an equipment list that was going to be covered by NEK Broadband. Now, we can substitute a new list of equipment.

Deborah suggests a communication be sent to NEK Broadband to get a copy of the grant award agreement. And we can set up a meeting with NEK Broadband and Rural Edge about what the library's commitments are under the grant award agreement. Deborah thinks we need to have an attorney's assistance on the MOU.

The January meeting of the trustees will be moved from January 2 to January 9.

Policy Review Committee:

The Vermont State Archives and Records Administration provided the draft records retention policy [attached below]. The Vermont Department of Libraries provided the template for the Opioid Overdose Prevention Program Policy [attached below].

Dawn moved the adoption of both policies. Deborah seconded the motion.

Dawn asks if we can meet a January 1, 2025, start date for the records retention policy or if it should be pushed out to June 2025. Sarah is comfortable with a June start date.

Dawn asked Deb to withdraw her second, which she did. Dawn withdrew motion.

Dawn moved to amend the wording of the record retention policy to reflect a June 1, 2025, start date and that both policies be adopted. Deborah seconded the motion. The motion passed unanimously.

Annual Appeal:

Everything is printed, the envelopes are labeled. The weather impacted volunteer participation in envelope stuffing. They will work more tomorrow.

Discuss Expanding the Board of Trustees:

Some discussion a person potentially interested in serving. Jennie will visit with her in December.

Friends Report:

The Friends are conducting a cookie sale at Winter Lights.

Public Comments:

No members of the public were present.

Next Meeting:

The next meeting is Thursday, January 9, 2025, at 6:30 p.m.

Wayne made a motion to adjourn. Deborah Jurist seconded the motion. All approved and the meeting was adjourned at 8:36 p.m.

Groton Free Public Library and Board of Trustees Records Retention Policy

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

Purpose

All Vermont public agencies are responsible for creating, managing and disposing records in accordance with State and Federal laws and regulations. This policy exists to ensure that all **Groton Free Public Library Employees and members of the Board of Trustees** are aware of and conform to those mandates.

Scope

All Municipal Library records are public records, defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

Policy

It is the policy of the Groton Free Public Library, as a municipal library, to comply with 1 V.S.A. Chapter 5, Subchapter 3 (Vermont’s Public Records Act). All written or recorded information, regardless of physical form or characteristics, produced or acquired in the course of municipal library business shall be managed in accordance with record schedules approved by the Vermont State Archivist pursuant to 1 V.S.A. § 317a.

Uniform Laws, Standards, & Procedures

1. [1 V.S.A. §§ 315-320: Access to Public Records](#), including [1 V.S.A. § 317a: Management of Public Records](#)
2. [3 V.S.A. § 117: Vermont State Archives and Records Administration](#)
3. [04 000 CVR 002: Uniform Schedule of Public Record Charges for State Agencies](#)

Record Schedules

Records schedules adopted by the Vermont State Archivist shall govern the management of records, specifically access, retention, and disposition.

a. Agency Specific Record Schedules are approved by the Vermont State Archivist for specific records.

- i. Municipal Libraries (Administering) Records – SRS-2032.1102
- ii. Municipal Libraries (General) Records – SRS-2032.1000
- iii. Municipal Libraries (Managing) Records – SRS-2023.1103
- iv. Library Patrons (Managing) Records – SRS-2053.1103

b. General Record Schedules are approved by the Vermont State Archivist for all agencies.

- i. General (Accounting) Records – SRS-1000.1002

MUNICIPAL LIBRARY RECORDS MANAGEMENT DIRECTIVE

On a systematic basis beginning January 1, 2025, the Library will manage its records, regardless of format, in accordance with the Agency Specific Records Schedule created by the Vermont State Archives & Records Administration (VSARA):

(https://sos.vermont.gov/media/hfei51zd/municipallibraries_approvedrecordschedule.pdf).

Temporary records (as listed in VSARA Agency Specific Records Schedule Appendix A) that are completed, closed, expired, or superseded shall be destroyed provided that:

- (1) The record has been authorized for destruction through the records schedule (see Appendix A); and
- (2) The minimum retention requirement for the record, as stated in the applicable record schedule or disposition order, has been fully met.

Records that are required to be retained permanently – or those not yet covered by a record schedule – will not be destroyed and instead will be retained by the Library.

Date Adopted by Board	Summary of Action
December __, 2024	New policy approved; Adapted from the Vermont Department of Libraries & Vermont State Archives & Records Administration.

Opioid Overdose Prevention Program Policy

To combat the continuing rise in opioid-related deaths in Vermont and potentially save a life, the Groton Free Public Library has instituted an Opioid Overdose Prevention Program to ensure ready and appropriate access for use during emergencies to any patron, volunteer, or staff member suspected of having an opioid overdose.

Vermont Legal Framework

Vermont State Statutes “Good Samaritan Law,” as passed in 2013 and amended in 2015, states: (18 V.S.A. § 4240):

(d)(1) A person may administer an opioid antagonist to a victim if he or she believes, in good faith, that the victim is experiencing an opioid-related overdose.

(2) After a person has administered an opioid antagonist pursuant to subdivision (1) of this subsection (d), he or she shall immediately call for emergency medical services if medical assistance has not yet been sought or is not yet present.

(3) A person shall be immune from civil or criminal liability for administering an opioid antagonist to a victim pursuant to subdivision (1) of this subsection unless the person's actions constituted recklessness, gross negligence, or intentional misconduct.

The immunity granted in this subdivision shall apply whether or not the opioid antagonist is administered by or to a person other than the person for whom it was prescribed.

In accordance with the law cited above, the trustees of Groton Free Public Library authorize the Library Director to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program.

Date Adopted by Board	Summary of Action
December 5th, 2024	New Policy Adapted from the Vermont Department of Libraries

Opioid Overdose Prevention Program Procedures

Library Director Responsibilities:

- Identify a staff member to serve as the Library Point Person.
- Make sure that any staff member or volunteer who is willing to administer Narcan is properly trained and follows the procedures outlined below for administering Narcan.
- Work with the Library Trustee Board to develop policies and procedures for Opioid Overdose Prevention.

Library Point Person Responsibilities:

- Regularly check the Narcan inventory.
- Keep track of expiration dates for the Narcan.
- Notify the Library Director when more Narcan should be ordered.
- Ensure that reports are sent to the Library Trustee Board and the Town (if applicable) if Narcan is administered in/at the library.
- Maintain a list of all staff and volunteers trained to administer Narcan.

Storage, Inventory, and Reporting:

Storage: Narcan doses will be stored consistent with the manufacturers' guidelines in a secure location ensuring they are ready and accessible for use by trained staff or trained volunteers in an emergency.

Inventory: Onsite inventory and placement of Narcan will be accounted for Monthly and counted by the Library Point Person.

Reporting: Library Point Person will ensure that Incident Reports are filed with the Library Trustee Board whenever Narcan is administered.

Response Procedures

Signs of possible overdose:

- person will not wake up or respond to voice (this is the #1 sign to look for)
- snoring or gurgling sounds • breathing is very slow, or irregular, or has stopped
- pupils are pinpoint
- blue lips and/or nail beds
- clammy skin

Protocol:

1. Assess the scene for your own safety. If the situation is unsafe, do not attempt to get to the victim.
2. Call 911.
3. If possible, alert other staff to the situation and ask for assistance, especially with crowd control.
4. Put on gloves and breathing mask.
5. Put individual on his/her back. Do NOT attempt to move him/her from a chair to the floor.

6. Administer dose of Narcan: read and follow directions on the box.
7. If trained in rescue breathing, commence rescue breathing using an appropriate breathing barrier.
8. If the person is on the floor, put him/her in the recovery position.
9. Watch closely, but from a safe distance. Be aware that the effect of Narcan is to cause immediate withdrawal from an opioid high. The person might be ill or confused. Offer reassurance and support, but do not compromise your safety. NEVER attempt to restrain the person.
10. If person does not respond within 2-3 minutes, administer another dose of Narcan in the alternate nostril.
11. Once EMS has arrived, take time for self-care. Allow another staff member to continue with crowd control and limiting gossip about the incident.
12. Fill out the Library's accident/incident report. Leave completed form in the Library Director's inbox.