

Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, March 6, 2025

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on March 6, 2025.

Trustees in attendance were Jennie Gaiss, Chair; 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 6:34 p.m.

No adjustments or additions were made to the agenda.

February 17, 2025, Minutes:

Deborah Jurist made a motion to approve the draft minutes of the February 17, 2025, meeting of the Trustees. Dawn Evans seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah reported that our budget passed at the Town Meeting. We had a great meeting.

Jennie said thank you to everyone who attended Town Meeting and welcome and thanks to Wayne and Dawn for being willing to serve again on the Board.

Deborah said the 302 Cares Grant will be set up as grant this year under the 600 account, which is where the grant lines are, instead of in the 400 account numbers. This particular grant requires a reimbursement process, rather than money being awarded up front.

Deborah and Sarah will be working on the revenues bookkeeping page next week, so that we can more easily follow money coming in.

Deborah said she learned that the 400 page is not included in the town's budget that is voted on, because those funds are separate and do not come from taxpayer money.

Sarah said we should be receiving the grant money from the Vermont Humanities Council soon.

Sarah said she expended the books and digital budget line from the 400 account prior to Town Meeting. Now that the budget has been approved, she will expend money for books and digital from the 100 account line item.

Jennie spoke about how chock full of information the March library newsletter was and expressed how appreciative she is of all of Sarah's work in making all of the activities happen.

Library Director's Report and Capital Improvement Grant Update:

Sarah provided the following statistical information:

Library Visitors 2025					Monthly Totals				
		<i>Young Adult (13-19)</i>	<i>Children (0-13)</i>		2021	2022	2023	2024	2025
Jan.	194	41	69	Jan.	32	58	131	251	304
Feb.	159	44	52	Feb.	49	99	192	267	255
Mar.				Mar.	86	154	266	288	
April				April	41	171	335	227	
May.				May.	85	104	187	239	
Jun.				Jun.	109	200	301	219	
Jul.				Jul.	78	168	251	307	
Aug.				Aug.	167	185	348	379	
Sept.				Sept.	91	107	215	285	
Oct.				Oct.	113	237	335	630	
Nov.				Nov.	194	144	154	292	
Dec.				Dec.	187	144	312	479	
Yearly Total	194	41	69	Yearly Total	1232	1771	3027	3863	

Circulation 2025	Physical Checkouts & Renewals	Audiobook	EBook	Totals
Jan	319	83	26	428
Feb	269	67	14	350

Operations/ Administration/Staffing:

Rural Edge tested the sprinkler system in the middle of the month.

There was a dedication of the AED at Town Meeting Day. Sarah said thank you to the Fire Department and the FAST Squad for the donation.

An Outdoor Narcan Box was installed by Steve Batchelder and Tonya Palmer. They also hung the bracket so that the Open sign can be used again.

Steve Hart installed a new paper towel holder in the bathroom.

Sarah noted that she had gotten approval from Rural Edge in advance to have local people handle those three installation projects.

Sarah reported that Jen finished the Collection Development VTLIB Class. Jen's project for the class was to evaluate our YA Collection, make recommendations for weeding the collection, and develop a list of suggested purchases based on a budget of \$200. Jen looked at the topics covered, the age of the collection, and assessed what could be done to make the collection more contemporary. She did a great job, and we are excited to add new titles and additional graphic format books to our YA collection.

The meeting of volunteers was held on Saturday. It was well attended, including two Zoom participants. There will be a lot of to-do's in the coming months for the volunteers. Sarah appreciated the number of people who attended and their enthusiasm.

Sarah would like to take off April 12th.

Trustee Updates:

Sarah noted that library trustees are subject to the Municipal Code of Ethics but are not required to take the training; however, taking the training is recommended.

Technology:

The goal for the month is to set a date with Terrence and Gary to clean the computers and install Deep Freeze software.

We have been testing out/troubleshooting captive portal for WiFi use.

We will want to have each user agree to the Library's policies for internet usage and have it pop up so that it can be agreed to before they begin using a library device.

Programs and Events

The Event Calendar and Monthly Newsletter contain program updates.

The summer event “Day in Our Village” is scheduled on Saturday, June 28th.

Outreach:

Sarah continues to engage in outreach for program and service support from other groups and entities.

Sarah attended the Caledonia County Library Directors Meeting on March 5, 2025. She has been invited to attend in Orange County on March 17, 2025.

Sarah is participating in monthly calls with the Vermont Early Literacy Initiative, which take place on first Fridays. She will also be attending their conference on March 25th.

Capital Improvements Grant:

There are no updates at this time.

Sarah will give an update at the next meeting after checking with the Vermont Department of Libraries.

Policy Review Committee:

There is no draft policy to be reviewed at this time. The committee is currently looking at the computer and internet usage policy.

Election of Officers: April 2025-March 2026:

Deborah made a motion nominating Deborah Jurist for treasurer, Dawn Evans for secretary, and Jennie Gaiss for chair. Dawn Evans seconded the motion. The motion was approved unanimously.

The Policy Committee will look at whether to make any adjustments to the language about officers, such as adding a vice-chair and whether to add language facilitating a different officer to conduct a meeting in the absence of the chair.

Friends’ Report:

There was no one present, but we appreciated Anne Hatch’s report at the last meeting.

Deborah noted that there was apparently some difficulty in getting students to participate in selling food at the Town Meeting. Deborah said it might be a good event for the Friends to do as a fundraiser.

Public Comments:

No members of the public were present.

Next Meeting:

The next regular meeting is Thursday, April 3, 2025, at 6:30 p.m.

Deborah Jurist made a motion to adjourn. Dawn Evans seconded the motion. All approved and the meeting was adjourned at 7:34 p.m.