

**Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, April 3, 2025**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on April 3, 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 6:35 p.m.

No adjustments or additions were made to the agenda.

March 6, 2025, Minutes:

Deborah Jurist made a motion to approve the draft minutes of the March 6, 2025, meeting of the Trustees. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah discussed the American Funds investment account. The funds in it originated from the sale of a book in 1991. The account was established in 2004 and is described in the town report as a fund from which dividends are to be used to support the library's operations. Money was last taken out in 2008 during the recession. There is no penalty for taking it out at any time. Deborah recommends purchasing a CD. Currently, most banks are paying around 4% for a year.

Dawn Evans moved that Deborah be authorized to inquire with American Funds whether there is any reason to maintain the mutual funds account and, if so, what the minimum amount is necessary to keep it open and, based upon the answer she receives, authorize her to purchase a CD for either the entire amount of the current mutual funds balance or that amount minus what would be necessary to keep the account open. Donna Russo-Savage seconded the motion. The motion passed unanimously.

Deborah also reported that the CD at Wells River Savings is about to mature. Deborah recommended rolling it over for one year at the rate of 4.5%. Wayne Knott made a motion to roll it over on those terms. Dawn seconded the motion. The motion passed unanimously.

Library Director's Report and Capital Improvement Grant Update:

Statistics

Library Visitors 2025					Monthly Totals				
		<i>Young Adult (13-19)</i>	<i>Children (0-13)</i>		<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>
Jan.	194	41	69	Jan.	32	58	131	251	304
Feb.	159	44	52	Feb.	49	99	192	267	255
Mar.	183	47	51	Mar.	86	154	266	288	281
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	536	132	172	Yearly Total	1232	1771	3027	3863	840

Circulation 2025	Physical Checkouts & Renewals	Audiobook	EBook	Totals
Jan	319	83	26	428
Feb	269	67	14	350
March	247	74	29	350
April				
May				
June				
July				
August				
Sept.				
Oct.				
Nov.				
Dec.				

Operations/ Administration/Staffing

A meeting of library volunteers took place on April 5. Another will take place on April 17.

Sarah will be off on April 12 and May 10.

off April 12th, May 10th

An Ambient Weather WS-1965 Wireless Weather Station has been donated to the library. Martin Klein, who has a similar device, will come and make a recommendation about where it should be installed. Sarah hopes to have it installed over the summer.

Sarah has asked Rural Edge for permission to trim the lower branches of two spruce trees in front of the building to make space for an umbrella and picnic table.

Trustee Updates

Sarah provided an updated policy packet for trustees' inclusion in their policy notebooks.

Technology

On April 8 and 9 Terrence and Gary will clean the computers in preparation for installation of the Deep Freeze Software.

Sarah has reached out on the Listserv for librarian input on Captive Portals, Browsers, Policies, and use of filters. Once the responses are compiled, they will be shared with the Policy Committee.

Programs & Events

Programs and events are identified in the Event Calendar on the website and described in the monthly newsletter.

Outreach

Sarah has been in contact with businesses and community organizations to seek participation in the library's June 28th event.

Continuing Education

Sarah attended the Vermont Early Literacy Initiative Conference on March 25th. The library received a \$1500 check from them which will be used for a subscription book service.

Sarah has begun attending a six-month Homelessness and Housing Insecurity and Libraries training, which is specifically geared toward rural libraries.

Sarah is registered to attend the Vermont Libraries Association conference in Killington on May 19th.

Grants

Sarah has applied for the Clif Summer Readers Grant. If awarded, it will fund a book giveaway to hire a storyteller who will present during the summer at the library.

Capital Improvements Grant

Sarah reported that Becky of Rural Edge said that there was a single proposal submitted for a construction manager, which was an entity Rural Edge has worked with in the past. They have a lot of experience in working on public buildings, historic rehabs and working with State and Federal funder requirements. Becky also reported that they have been very accommodating on projects that are occupied during construction. Rural Edge hopes to connect with them in the next couple of weeks to discuss next steps.

The one remaining policy that the Department of Libraries requires for the grant is a property

management policy. The town of Groton does not have such a policy; however, the Department of Libraries has provided a template for such a policy on its website. Sarah has shared the template with Carrie and Lisa. Once the template has been customized to fit Groton, it will be taken to the SelectBoard for approval.

Dawn moved that the trustees authorize the Library Director to formulate a policy that customizes the Department of Libraries template to fit Groton and submit it to the Selectboard on behalf of the Trustees as our recommendation. The motion was second by Jennie. The motion passed unanimously.

Community Connect Grant Update:

Donna reported that NEKCV will hold the lease for the property called the Hub. While there had been some discussion about doing a survey to obtain further input from the community about how the Hub should be used, for the time being that is being put on hold. NEKCV is going to go forward based upon the information they've already obtained and recognizing its own needs. But they plan to do a survey. This project is not part of the Vermont Community Broadband Board Digital Equity Initiative. The current delay is because the feds are reviewing the documentation to remove any reference to DEI and they want to verify whether DEI weighed into the consideration of grant applications.

Policy Review Committee:

The committee is still working on the computer usage policy and will bring it to the trustees when it's ready.

Relocation of Grandfather Clock:

Sarah would like to find a new home for it that's not in the library because of how much space it takes up. We know who it was donated by, but it does not appear to be antique, nor does it have any historical significance to Groton. The trustees support Sarah's making efforts to see if any family members of the donor might want to take it. In the interim, Sarah can relocate it as necessary.

Friends' Report:

No report.

Public Comments:

No members of the public were present.

Next Meeting:

The next regular meeting is Thursday, May 1, 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 7:48 p.m.