

**Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, September 11, 2025**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on September 11, 2025.

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

Jennie Gaiss called the meeting to order at 6:25 p.m.

No adjustments or additions were made to the agenda.

July 3, 2025, Minutes:

Deborah Jurist made a motion to approve the draft minutes of the July 3, 2025, meeting of the Trustees. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah reports that, as the monthly data indicates that we're already at 90% of our cleaning budget, apparently we didn't budget enough. We are not in control of the costs and we had put in the amount recommended by the town treasurer, which is \$2,000. It looks like we'll spend \$3,000, if costs continue at the same rate. We are paying 40% of the town's cleaning budget. The trustees discussed having more of a conversation with the town about the budget amount and how they have calculated our share for the coming budget year.

Deborah and Sarah have begun putting together some numbers for the upcoming budget process. They have also put together a template of what information they'd like to get quarterly from the town treasurer by way of reporting.

The budget meeting is scheduled for November 22, with the library's budget being discussed at 10:00 a.m. Deborah will be out of town.

Library Director's Report:

Library Visitors 2025					Monthly Totals				
	Adult	Young Adult (13-19)	Children (0-13)		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.	183	47	51	Mar.	86	154	266	288	281
April	193	40	42	April	41	171	335	227	275
May.	204	78	43	May.	85	104	187	239	325
Jun.	200	40	66	Jun.	109	200	301	219	306 (plus 150 for ADIOV)
Jul.	280	62	92	Jul.	78	168	251	307	434
Aug.	214	42	71	Aug.	167	185	348	379	326
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	1136	290	323	Yearly Total	1232	1771	3027	3863	2656

Circulation 2025	Physical Checkouts & Renewals	Audiobook	EBook	Totals
Jan	319	83	26	428
Feb	269	67	14	350
March	247	74	29	350
April	270	79	22	371
May	215	89	32	336
June	244	75	28	347
July	262	86	13	361
August	267	73	37	377
Sept.				
Oct.				
Nov.				
Dec.				

Operations/ Administration/Staffing

Regarding the grandfather clock, Sarah heard that Richard Brooks is in a nursing home and the woman who has power of attorney has shared that the library is able to do what it wishes with the clock. Sarah wonders whether the clock and the collection of antique books, which number around twenty, should be appraised and sold. The Groton Historical Society has established a relationship with Andrew Katz as an appraiser. Deborah suggests trying to set something up in November at the earliest. The trustees favor pursuing what can be done to dispose of the clock and books.

Building and Grounds

The water was tested on July 23, 2025. On July 28, 2025, Irving Oil did an inspection and maintenance. An upgraded oil tank was installed on August 22.

The 911 sign has been hung.

The sink broke on August 15 and was repaired on August 22.

The building was sprayed for pests on August 22.

Saran notes that the last time the floor was polished was in 2020 and wonders if there is a schedule for this. She is hoping to speak with Rural Edge about repair of the broken floor tiles and scheduling a floor polishing in 2026. The trustees support asking Rural Edge about this.

Sarah referred the Window Dressers to Rural Edge.

Volunteers

Sarah expressed thanks to those who covered for her while she was on vacation – Lois Bostrom, Jennie Gaiss, Julie Paton, and Teresa Eastman. She also thanks Mr. Montague for making a custom bookholder for picture books.

The next volunteer meeting will take place on September 13.

Programs & Events

Planning is ongoing for Fall Foliage Day. The Winter Lights event is scheduled for December 12, 2025, and the next A Day in Our Village is scheduled for June 27, 2026.

302 Cares has committed \$1200 for funding Tween/Teen Nights from July 2025 through June 2026.

Sarah appreciates Jennie Gaiss's help in putting together a format for a three-month calendar at a glance that can be distributed periodically.

Outreach

The next meeting of the Groton Village Business and Organization Meetup is October 22.

Capital Improvements Grant Update:

Jennie, Deborah, and Sarah met with Kingdom Construction and Rural Edge on August 21st to go over aspects of the grant scope of work that we still needed quotes for. This included the porch, a potential fenced-in area, and potential storage.

On September 2, Sarah received an email from the Dept. of Libraries Grant Administrator, encouraging the library to submit any invoices it might have paid. After sharing this message with Rural Edge, it was learned that the contract has not yet been finalized with the construction manager, the construction loan will hopefully be approved in September, and Rural Edge will be ascertaining if a zoning application with the Town of Groton is required. Other than initial architectural costs, there are no invoices to submit at this time.

Community Connect Grant Update:

Katie Moritz, the new NEKCV communications manager and the person overseeing the "hub", visited with Sarah about ways of connecting with the community, brought a copy of the NEKCV survey, and asked about the library's needs. Sarah offered to give her a tour of the library, shared what the library does, and invited her to the quarterly business and organization meet-up. She has been added to the library's mailing list.

Donna reports that the final formal contract agreements were signed and next week they'll send us copies electronically.

Policy Review Committee Update:

The Program Policy and the Collection Development Policy were approved last July. The same additional language is proposed for inclusion in both policies which addresses intellectual freedom and compliance with the First Amendment, etc. Deborah moves that we accept the proposed amended Program and Collection Development Policy. The motion was seconded by Wayne Knott.

Donna suggested that, in response to a comment by Dawn, the draft Computer and Internet Use Policy should include in lieu of the present final sentence: "The library assumes no liability for the breach of a user's data through unauthorized access by a third party or for an unlawful action of an individual user."

Dawn Evans moved approval of the policy with the above sentence replacing the last sentence in the version printed and distributed during the meeting. The motion was seconded by Wayne Knott. The motion passed unanimously. [*Editor's Note:* The Program Policy, the Collection Development Policy, and Computer and Internet Use Policy, as adopted, can be found on the Library's website.]

A draft social media policy was distributed shortly before the meeting. Comments should be sent to Donna by the end of next week. Donna points out the intention of this policy is to address the library's usage of social media platforms. This will be on the October agenda.

Annual Appeal:

Sarah has purchased all of the supplies for the mailing. Jen has been printing the return cards and stickers. The hope is that this would go out by the second week of November.

Friends Report:

The Friends group will hold a Cozy Cup fundraiser on Fall Foliage Day, selling hot beverages on the porch by donation. Friends will also purchase books to give away at the annual Jazzy's Halloween Open House.

Public Comments:

No members of the public were present.

Next Meeting:

The next regular meeting is Thursday, October 2, 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 7:33 p.m.