

**Groton Free Public Library, Groton, VT**  
**Library Trustee Meeting**  
**Thursday, November 6, 2025**

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

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

Jennie Gaiss called the meeting to order at 6:36 p.m.

Donna asked to add an agenda item for the NEKCV Broadband Grant.

**October 2, 2025, Minutes:**

Deborah Jurist made a motion to approve the draft minutes of the October 2, 2025, meeting of the Trustees. Wayne Knott seconded the motion. The motion passed unanimously.

**Treasurer's Report:**

Deborah reports that the proposed budget includes no raises; however, there is an adjustment to reflect that the Library Director is now qualified to receive the State retirement package. As a consequence, the budget includes approximately \$2,000 to address that item. The Town has made an adjustment to address contributions that should have been made since January and will continue making contributions to the end of this calendar year.

With respect to the assistant position, we budgeted for 17 hours per week (when there were two part-time persons). This year, our assistant has worked consistently 16 hours per week. We were recently made aware that the Town provides holiday days to anyone employed at least 15 hours per week. The proposed budget will include six holiday days for that position, consistent with the Town's policy.

We have paid more in custodian services this year because the town was charging us 40% rather than 25% of the bill. In the upcoming budget year, we are asking for a 25% figure and that is how we will be billed.

Dawn moved that we propose approval of this budget to the Town. The motion was seconded by Donna. The motion passed unanimously.

Sarah will prepare the budget documents for delivery to the town for Monday.

## Library Director's Report:

### Statistics

Library Visitors 2025					Monthly Totals				
		<i>Young Adult 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	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.	231	44	72	Sept.	91	107	215	285	347
Oct.	431	91	194	Oct.	113	237	335	630	716
Nov.				Nov.	194	144	154	292	
Dec.				Dec.	187	144	312	479	
Yearly Total	1858	437	558	Yearly Total	1232	1771	3027	3863	3719

<b>Circulation 2025</b>	<b>Physical Checkouts &amp; Renewals</b>	<b>Audiobook</b>	<b>EBook</b>	<b>Totals</b>
<b>Jan</b>	<b>319</b>	<b>83</b>	<b>26</b>	<b>428</b>
<b>Feb</b>	<b>269</b>	<b>67</b>	<b>14</b>	<b>350</b>
<b>March</b>	<b>247</b>	<b>74</b>	<b>29</b>	<b>350</b>
<b>April</b>	<b>270</b>	<b>79</b>	<b>22</b>	<b>371</b>
<b>May</b>	<b>215</b>	<b>89</b>	<b>32</b>	<b>336</b>
<b>June</b>	<b>244</b>	<b>75</b>	<b>28</b>	<b>347</b>
<b>July</b>	<b>262</b>	<b>86</b>	<b>13</b>	<b>361</b>
<b>August</b>	<b>267</b>	<b>73</b>	<b>37</b>	<b>377</b>
<b>Sept.</b>	<b>262</b>	<b>76</b>	<b>28</b>	<b>366</b>
<b>Oct.</b>	<b>240</b>	<b>87</b>	<b>32</b>	
<b>Nov.</b>				
<b>Dec.</b>				

#### Operations/ Administration/Staffing

Sarah participated in the meeting of the Vermont Consortium of KOHA Libraries (the online software) on October 17.

Sarah will attend the Library Directors Summit on the morning of Nov. 7<sup>th</sup>.

Sarah plans to attend the next SelectBoard meeting to provide Department updates (including the Capital Improvements Grant and Winter Lights).

Jen continues to work on her certification program. She is halfway through the cataloging course. The Trustees expressed appreciation, gratitude and encouragement for Jen's diligence and perseverance in pursuing her librarian certification while working.

### Building and Grounds

The Fire Extinguishers have been checked and inspected.

### Volunteers

Kirsten has been updating the chair pads to match the flooring.

There will be a meeting on Saturday, November 8, at 9:00 a.m. to discuss Winter Lights preparations and other volunteer needs.

### Programs & Events

We had 284 people for Fall Foliage and 69 people for Halloween in attendance.

Winter Lights is scheduled for December 12, from 5:00 to 7:00 p.m.

### Outreach

The Groton Village Business/Org Meetup met for a third quarterly meeting on Wednesday, October 22. The meeting is scheduled for January 21, 2026.

Sarah reached out to the Recreation Committee for support for Winter Lights. They will be providing some support.

Sarah had a meeting with Emilie Perry and Jodi on November 5 about the Little Rivers Food Farmacy and Re-Treasured Community Closet. Jodi is offering soups or crock pot meals on Thursdays at her shop from 2:00 to 7:00 p.m. She is hoping to have an offering for Winter Lights.

Northeast Kingdom Community Action came on Wednesday and Thursday, during Jodi's open hours, to reach more people. They will repeat that schedule this month.

Sarah went to the Fire Department meeting on Tuesday of this week to touch base regarding Winter Lights. We will be having a decorated vehicle and perhaps some other things.

On November 13, Donna and Sarah will meet with NEKCV representative Katie Moritz.

### Community Connect Grant

Katie Mortiz, Communications Manager, came to tour the library on Thursday, September 18, and reported to Sarah that the floors in the HUB needed to be redone. The scheduling of that work is in process. The floor plan for the HUB will include a privacy pod for multiple people, standing desks, and a coworking table. They are hoping to have a soft opening within the coming six to eight weeks.

### Capital Improvements Grant

Becky has reported to Sarah that Rural Edge is close to finalizing the budget comparison between the original submission to the Department of Libraries and the pricing provided by

Kingdom Construction. They hope to have a list of items that will need to be pulled from the scope to make the budget work which can be shared with the Department of Libraries for their confirmation, with the hope that it doesn't affect Rural Edge's scoring. Becky is working on an application due this month for additional funding that could allow Rural Edge to put some of the items back into the scope of work.

#### **Community Connect Grant Update:**

Donna reports that she forwarded the final agreement with the feds pertaining to this grant to those who had requested it.

NEKCV has expressed the desire that the funds it has offered to provide the library for technical equipment or support be utilized within two years. They are happy to reimburse the library or be presented with a purchase order.

#### **Policy Review Committee Update:**

Jennie says we have been working on the personnel policy. Sarah has put out a request to other libraries to see how other libraries address these issues. Some follow their town's policies, some have their own, some do a hybrid.

The committee hopes to have something to present at the December meeting of the Board of Trustees.

The town policy for part-time employees to receive a holiday benefit if they work at least 15 hours per week. We recognize that we have a part-time employee that fits this criteria.

The library presently has a policy pertaining to the library director covering holidays. There is not presently a policy covering other employees.

Dawn thinks, in the absence of a policy covering the other employee, we should provide that employee at least what the Town's policy provides in holiday benefits. Dawn moved that we direct Sarah to notify the Town Treasurer to pay Jen the number of holidays to which she was entitled retroactive to January 1 and that it carry forward to the end of the calendar year, commensurate with what she would have been entitled to under the Town's policy for working more than 15 hours a week. Wayne seconded the motion. The motion passes unanimously.

#### **Annual Appeal:**

Sarah has been working on the library's report for inclusion in the Town's annual report. Last year, we decided to highlight the same important points in the library's annual appeal letter. We hope to have it completed by Thanksgiving. Jennie is happy to share the letter with the trustees before it goes out.

**Friends Report:**

The friends gave away a bunch of books at the Jazzy's party. Each book contained a Frankenstein lime green bookmark.

**Public Comments:**

No members of the public were present.

**Next Meeting:**

The next regular meeting is Thursday, December 4, 2025, at 6:30 p.m.

Deborah made a motion to adjourn. Wayne seconded the motion. All approved and the meeting was adjourned at 8:16 p.m.