

**Groton Free Public Library, Groton, VT**  
**Library Trustee Meeting**  
**Thursday, February 5, 2026**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on February 5, 2026.

Trustees in attendance were Jennie Gaiss, Chair (remotely); Deborah Jurist, Treasurer; Dawn Evans, Secretary (remotely); Donna Russo-Savage; and Wayne Knott. Also in attendance were Sarah Spira, Library Director, and Tonya Stetson; and, for a portion of the meeting, Bob Hansen with Rural Edge and Titan Potter.

Jennie Gaiss called the meeting to order at 6:12 p.m. Several adjustments were made to the agenda in the reordering of various items for consideration and the addition of a Treasurer's Report, which was inadvertently omitted from the agenda.

**January 8, 2026, Minutes:**

Deborah Jurist made a motion to approve the draft minutes of the January 8, 2026, meeting of the Trustees. Donna Russo-Savage seconded the motion. The motion passed unanimously.

**Capital Improvements Grant:**

Bob Hansen reviewed the scope of work that is planned for the Library, including items that will be dispatched by Kingdom Construction and items that will be handled inhouse by Rural Edge. The amount of money allotted to the roofing, which will be performed by a third-party contractor yet to be identified, is \$35,000 for the installation of an asphalt roof. As this work will not take place for several months, there is still time to secure additional quotes from potential installers of a metal roof. To date, one company has provided a quote that is more than double the present figure for an asphalt roof. Dawn Evans made a motion that the Library Trustees approve the scope of work set out on the first page of the materials provided by Bob Hansen, with the associated costs that are set out on the bid summary sheet, totaling \$393,419.27. Deborah Jurist seconded the motion. The motion passed unanimously.

**Treasurer's Report:**

Deborah noted that all of the recently-received large donations have been placed in the 400 account. We now have roughly \$40,000 in the account which is not earning any interest. We also have a money market account at Wells River Savings Bank in the amount of approximately \$5,600, which is earning a nominal amount of interest. Deborah recommended and made a motion that we liquidate the Wells River Savings Bank money market account in the amount of \$5,600, combine it with \$17,000 from the 400 account, and purchase a 6-month CD at Wells River Savings Account, which has a current rate of interest of 3.75%. Donna seconded the motion. The motion passed unanimously.

Deborah also noted that Sarah has suggested the trustees consider hiring someone to provide advice in developing a strategic plan for using the donations.

### **Policy Review Committee:**

Jennie noted this has been in the works for some time and that Donna, Deborah and Sarah have put in a lot of work.

Deborah moved that Donna be appointed a member of the Policy Review Committee as a community member. Dawn seconded the motion. Donna recused herself from voting on the motion. The motion passed unanimously.

Donna said that the committee reviewed all of the comments and questions made to an earlier draft and remarked that this has been a great process.

Sarah said they discussed whether to add into the policy an evaluation process and determined to address that outside of the policy.

Deborah moved that the trustees accept and adopt the personnel policy draft as revised this evening. Dawn seconded the motion. The motion passed unanimously. The new policy will be posted on the website.

Sarah would like for the committee to next review the privacy policy and the endowment and investment policy.

Dawn suggested that the committee also look at the policy review language which requires an annual review of all policies.

### **Library Director's Report:**

Sarah reported that the library has been awarded the \$1,000 Rapid Response grant from Vermont humanities which she sought as seed money for the pilot program discussed last month. She is asking for the trustees to approve an additional \$1,000 to fund the pilot program, It Takes A Village, through the end of the year.

Sarah introduced Titan Potter, who is facilitating the pilot program.

Titan Potter says that the genesis of the program was the fact that students are regularly at the library after school. He hopes that the program will raise civic awareness and grow the participants' connection to the community. The program will provide snacks, engage the participants in a learning opportunity, and take field trips. Hopefully, through this process, they will make connections that will grow organically into mentor relationships outside of the program. In a recent soft launch, the participants met with Jodie to learn about her free store. Future visits will include meetings with the Fire Department and the Town Clerk. The program will remain flexible as to whether the same participants come every time or come periodically.

Jennie inquired what is being asked of the board this evening. We tabled at the last meeting Sarah's request for additional funding. Sarah requested additional funds from the 400 account in the amount of \$1,000. Deborah moved approving \$1,000 for the It Takes a Village Program, which will be funded out of the 400 account. Dawn seconded the motion. The motion passed unanimously.

Jennie thanked Titan Potter for attending the meeting.

Sarah expressed the wish that the trustees would discuss the creation of a committee or working group to work on the library's portion of the town plan, which is presently being reviewed and updated by the Planning Commission.

Sarah asked for the sum of \$1500 for website updates to be performed by Terry Miller, who works with other libraries on their websites. Sarah and Deborah met with Ms. Miller a couple of weeks ago and discussed shifting to a different WordPress platform with a new .com domain name that Ms. Miller has already obtained for the library. Ms. Miller will do some backend work that will enhance Sarah's ability to work on the website with ease and expand offerings through the website.

Deborah moved that the trustees approve a sum of \$1500 to be funded out of the 400 account to go towards website updates. Jennie seconded the motion. The motion passed unanimously.

Sarah asked to be sent examples of features the trustees might find and like on other libraries' websites. She is particularly interested in calendars and banners that can be easily updated.

Sarah asked the trustees to complete the library's Programs and Services survey and that they encourage others to do so.

#### Attendance Statistics

Library Visitors 2026				Monthly Totals			
	<i>Adult</i>	<i>Young Adult (13-19)</i>	<i>Children (0-13)</i>		<i>2024</i>	<i>2025</i>	<i>2026</i>
<b>Jan.</b>	<b>182</b>	<b>49</b>	<b>71</b>	<b>Jan.</b>	<b>251</b>	<b>304</b>	<b>292</b>
<b>Feb.</b>				<b>Feb.</b>	<b>267</b>	<b>255</b>	
<b>Mar.</b>				<b>Mar.</b>	<b>288</b>	<b>281</b>	
<b>April</b>				<b>April</b>	<b>227</b>	<b>275</b>	
<b>May.</b>				<b>May.</b>	<b>239</b>	<b>325</b>	

<b>Jun.</b>				<b>Jun.</b>	<b>219</b>	<b>456</b>	
<b>Jul.</b>				<b>Jul.</b>	<b>307</b>	<b>434</b>	
<b>Aug.</b>				<b>Aug.</b>	<b>379</b>	<b>326</b>	
<b>Sept.</b>				<b>Sept.</b>	<b>285</b>	<b>347</b>	
<b>Oct.</b>				<b>Oct.</b>	<b>630</b>	<b>716</b>	
<b>Nov.</b>				<b>Nov.</b>	<b>292</b>	<b>258</b>	
<b>Dec.</b>				<b>Dec.</b>	<b>479</b>	<b>365</b>	
<b>Yearly Total</b>	<b>182</b>	<b>49</b>	<b>71</b>	<b>Yearly Total</b>	<b>3863</b>	<b>4342</b>	<b>292</b>

<b>2025</b>	<b>Physical Checkouts &amp; Renewals</b>	<b>Audiobook</b>	<b>Ebooks</b>	<b>Biblio+</b>	<b>Mango</b>
<b>Jan</b>	<b>319</b>	<b>83</b>	<b>26</b>	<b>17</b>	<b>3</b>
<b>Feb</b>	<b>269</b>	<b>67</b>	<b>14</b>	<b>2</b>	<b>4</b>
<b>March</b>	<b>247</b>	<b>74</b>	<b>29</b>	<b>10</b>	<b>1</b>
<b>April</b>	<b>270</b>	<b>72</b>	<b>29</b>	<b>6</b>	<b>0</b>
<b>May</b>	<b>215</b>	<b>89</b>	<b>32</b>	<b>0</b>	<b>0</b>
<b>June</b>	<b>244</b>	<b>75</b>	<b>28</b>	<b>0</b>	<b>0</b>
<b>July</b>	<b>262</b>	<b>86</b>	<b>13</b>	<b>2</b>	<b>0</b>
<b>Aug.</b>	<b>267</b>	<b>73</b>	<b>37</b>	<b>8</b>	<b>0</b>
<b>Sep.</b>	<b>262</b>	<b>76</b>	<b>28</b>	<b>6</b>	<b>0</b>
<b>Oct.</b>	<b>240</b>	<b>87</b>	<b>32</b>	<b>6</b>	<b>0</b>
<b>Nov.</b>	<b>197</b>	<b>95</b>	<b>25</b>	<b>19</b>	<b>1</b>
<b>Dec.</b>	<b>142</b>	<b>71</b>	<b>34</b>	<b>17</b>	<b>0</b>

<b>TOTALS</b>	<b>2934</b>	<b>948</b>	<b>327</b>	<b>93</b>	<b>9</b>
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#### Circulation Statistics

<b>2026</b>	<b>Physical Checkouts &amp; Renewals</b>	<b>Audiobook</b>	<b>E-Books</b>	<b>Biblo+</b>	<b>Mango</b>
<b>Jan</b>	<b>192</b>	<b>94</b>	<b>37</b>	<b>28</b>	<b>1</b>
<b>Feb</b>					
<b>March</b>					
<b>April</b>					
<b>May</b>					
<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>Sept.</b>					
<b>Oct.</b>					
<b>Nov.</b>					
<b>Dec.</b>					
<b>TOTAL</b>	<b>192</b>	<b>94</b>	<b>37</b>	<b>28</b>	<b>1</b>

#### Town Meeting:

Deborah would like to run for another 3-year term.

Donna has one year left but will be moving out of the area and no longer a registered voter, so can no longer be a board member.

Tonya Stetson is willing to run for the one-year term.

Sarah will have a table to display library services.

**Friends Report:**

Sarah reported that the Friends are committed to continuing fundraising efforts and that they are responsive when she asks for replenishment of the items they provide the library.

**Public Comments:**

Jennie thanked Tonya for attending.

**Next Meeting:**

The next regular meeting is Thursday, March 5, 2026, at 6:00 p.m.

Deborah made a motion to adjourn. Wayne seconded the motion. All approved and the meeting was adjourned at 8:04 p.m.