

Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, March 5, 2026

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

Trustees in attendance were Jennie Gaiss, Chair (remotely); Deborah Jurist, Treasurer; Dawn Evans, Secretary; and Wayne Knott. Also in attendance were Sarah Spira, Library Director, and Tonya Stetson, who has been recently appointed by the Town of Groton SelectBoard to fill the unexpired term of Donna Russo-Savage, who has resigned her position on the Board.

Welcome:

Jennie Gaiss called the meeting to order at 6:11 p.m. She welcomed Tonya Stetson, our newest board member. Tonya was appointed to the Board at last night's SelectBoard meeting because we received Donna's resignation on Wednesday. Thank you to Tonya for agreeing to serve. Donna and Stuart have purchased a property in Massachusetts that will be their residence. Donna will continue to serve on our Policy Committee as an advisor. Jennie also recognized Deborah Jurist who was elected at Town Meeting for another three-year term on the Board. Tonya will be given digital materials to assist her in serving on the Board. Sarah will provide a link with all of the new policies, some videos and links about the duties of trustees, and links to material about the Open Meetings Act.

The election of officers was added to this agenda item, as that is typically done at this meeting. Deborah nominated Jennie Gaiss as chair. Dawn seconded the nomination. The motion passed unanimously. Jennie moved that Deborah Jurist serve as treasurer and Dawn Evans serve as secretary. Tonya seconded the motion. The motion passed unanimously.

February 5, 2026, Minutes:

Deborah made a motion to approve the draft minutes of the February 5, 2026, meeting of the Trustees. Dawn seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah said she signed a document today confirming that the 6-month CD's were purchased at Wells River Savings Bank and the money market account funding a portion of them was closed. They will earn 3.75% interest. Deborah noted that the money that we moved into the 400 budget for books and digital as a result of the budget changes will be updated in NIMRC. Deborah said she still needs to spend some more time with Lisa to work out how non-budgeted funds spent from the 400 account, which is comprised of donations directly to the library, should be properly tracked in NIMRC.

Deborah recently reviewed the lease and notes that it can be renewed before it is up. She

thinks we should begin a process of exploring how to do some strategic planning in order to determine what to do with the funds on hand and to plan for when the lease expires. The Board supports Deborah’s exploring the idea. Sarah said the Department of Libraries has a lot of resources that might be helpful.

Library Director’s Report:

<u>Library Attendance Statistics 2026</u>				<u>Monthly Totals</u>			
	<u>Adult</u>	<u>Young Adult (13-19)</u>	<u>Children (0-13)</u>		<u>2024</u>	<u>2025</u>	<u>2026</u>
<u>Jan.</u>	<u>182</u>	<u>49</u>	<u>71</u>	<u>Jan.</u>	<u>251</u>	<u>304</u>	<u>292</u>
<u>Feb.</u>	<u>178</u>	<u>48</u>	<u>67</u>	<u>Feb.</u>	<u>267</u>	<u>255</u>	<u>293</u>
<u>Mar.</u>				<u>Mar.</u>	<u>288</u>	<u>281</u>	
<u>April</u>				<u>April</u>	<u>227</u>	<u>275</u>	
<u>May.</u>				<u>May.</u>	<u>239</u>	<u>325</u>	
<u>Jun.</u>				<u>Jun.</u>	<u>219</u>	<u>456</u>	
<u>Jul.</u>				<u>Jul.</u>	<u>307</u>	<u>434</u>	
<u>Aug.</u>				<u>Aug.</u>	<u>379</u>	<u>326</u>	
<u>Sept.</u>				<u>Sept.</u>	<u>285</u>	<u>347</u>	
<u>Oct.</u>				<u>Oct.</u>	<u>630</u>	<u>716</u>	
<u>Nov.</u>				<u>Nov.</u>	<u>292</u>	<u>258</u>	
<u>Dec.</u>				<u>Dec.</u>	<u>479</u>	<u>365</u>	
<u>Yearly Total</u>	<u>360</u>	<u>89</u>	<u>136</u>	<u>Yearly Total</u>	<u>3863</u>	<u>4342</u>	<u>585</u>

<u>Circulation Statistics</u>	<u>Checkouts & Renewals</u>	<u>Ebooks</u>	<u>Audio Books</u>	<u>Biblio+</u>	<u>Mango</u>
<u>Jan</u>	<u>192</u>	<u>37</u>	<u>94</u>	<u>28</u>	<u>1</u>
<u>Feb</u>	<u>221</u>	<u>27</u>	<u>72</u>	<u>26</u>	<u>2</u>
<u>March</u>					
<u>April</u>					
<u>May</u>					
<u>June</u>					
<u>July</u>					
<u>August</u>					
<u>September</u>					
<u>October</u>					
<u>November</u>					
<u>December</u>					
<u>2026 Totals</u>	<u>413</u>	<u>64</u>	<u>166</u>	<u>54</u>	<u>3</u>
<u>2025 Totals</u>	<u>2934</u>	<u>327</u>	<u>948</u>	<u>93</u>	<u>9</u>

Programming

Sarah is pleased with the attendance numbers in the last month.

Sarah shared some of the survey responses and noted what steps have already been taken in response to suggestions made. A volunteer has offered to set up a writers' group. Another volunteer has offered to do more arts and crafts programming for all ages. Another volunteer has offered to work on preparing nine take-home themed backpacks. Sarah will use the early literacy grant for supplies.

She is hoping to use the NEKCV funds to purchase literacy software that is offline accessible through a Wazoodle (a small tablet) or other type of tablet.

Operation/Buildings and Grounds

Sarah has drafted a letter to Rural Edge regarding snow removal. Several trustees offered to sign the letter in support.

An insurance inspector appeared today to inspect the property.

Capital Improvement Grant

Bob with Rural Edge emailed, saying they have requested a variance from the Department of Fire Safety to delete the ramp from the porch as part of the scope of work. The trustees acknowledge that the notion of building a ramp came up in the very first inspection by the fire marshall, very early in the process when we first discussed the work to be done on the library. This is not new information to Rural Edge. Deborah moved that Martin Klein serve as an additional community member liaison on behalf of the library to communicate with Rural Edge regarding the construction project. Jennie seconded the motion. The motion passed unanimously.

Policy Review Committee Update:

We recently updated our own personnel policy and we knew that the town is reviewing its policy. Our policy committee will be meeting on March 20 and review and compare our updated policy with the updated town policy. The endowment policy and privacy policy are also being reviewed, but there is nothing yet ready to share with the Board. If there are any changes to be made to the personnel policy, Sarah expects that there will be a draft of any changes that need to be made to the personnel policy shortly.

Friends Report:

Sarah reported that she has reached out to Ann and Alyssa, putting in a request for a replenishment of supplies. The friends will also be purchasing two attraction passes for the Fairbanks Museum.

Public Comments:

No members of the public were in attendance.

Next Meeting:

The next regular meeting is Thursday, April 2, 2026, at 6:00 p.m.

Deborah made a motion to adjourn. Wayne seconded the motion. All approved and the meeting was adjourned at 7:30 p.m.