

Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, April 2, 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; Tonya Stetson; and Wayne Knott. Also in attendance was Sarah Spira, Library Director.

Jennie Gaiss called the meeting to order at 6:03 p.m.

March 5, 2026, Minutes:

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

Treasurer's Report:

Deborah reported that we didn't get our full quarterly reports from the town. We should be around 25% for YTD and we're on track. The revenues form still needs to be fixed but it's in good shape. Deborah was tasked with how to insert more 400 account money into operating monies. We want to move money to cover the update of website, investment in the after school program and miscellaneous things. The trustees recognized that the monies had already approved and acknowledged that the Library Director could work with the Town Treasurer to work out the logistics of what line item these monies are bookkept in.

Library Director's Report:

Operations/ Buildings and Grounds:

RuralEdge has hung new no smoking signs. A new "open" sign and green men designed to slow traffic have been obtained.

Administration:

Sarah submitted the Public Library Annual Report on March 16 and expressed appreciation for Jen's efforts in managing the statistics and Julie's work in helping to collate them.

Staff:

Sarah expressed gratitude for Jen's leadership while Sarah was on vacation

Continuing Education & Professional Development:

Jen will be trained on usage of the Aspen Discovery Tool.

Sarah will be attending a meeting of the Vermont Early Literacy Initiative on April 1 and a meeting of the Vermont Library Association on June 1.

Volunteers:

The volunteers last met on February 28 and will meet again on April 4 at 9:00 a.m.

Website & Marketing:

Sarah reported that she is working on a Logo and Brand Kit Refresh and will be determining a color scheme for the website. Terry Miller has started to build the skeleton of the site based on the architecture Sarah has shared with her.

Grants:

The library has received a \$750 grant from the Vermont Humanities Vermont Early Literacy Initiative (VELI) which will be used to purchase backpack kits. A \$1000 grant from the Vermont Humanities Rapid Response Grant program will be used for this year's It Takes a Village event.

\$459.73 remains of the funds received from 302 Cares, which will carry through June 2026.

Sarah submitted a grant application to the Vermont Department of Libraries Summer Program Grant on February 11.

Sarah will make application to the CLIF Summer Readers program to securing funding for a storyteller and a book giveaway for the A Day in Our Village event.

Sarah is working with a volunteer to apply for the Winnie Belle Learned-Exploring Possibility grant which, if awarded, could be used for either the 250th federal anniversary in 2026 or the Vermont State celebration in 2027.

Sarah intends to file an application for the Local Motion Streets as Places Grant, with the intention of using the funds for the A Day in Our Village event.

Capital Improvements Grant:

Ryan Aremberg from the Fire Marshall's office will meet Martin, Bob, and Patrick onsite at the library at 9:00 a.m. on Friday tomorrow for a brief walk-through regarding the porch issue and waiver request.

On March 16, Rural Edge adopted a resolution in support of the Grant. The Department of Libraries requested that it be revised to reflect a September 24 start date of the Grant. Sarah obtained the executed revised resolution on April 2 and submitted it to the Department of Libraries.

The next Quarterly Report is due April 16.

Jennie asked Sarah to let the trustees know if anything is needed from them as a result of the meeting tomorrow with the fire marshal and Rural Edge.

Community Connect Grant

Sarah met with Julia Valera on March 13. Julia shared that getting the HUB space set up is a priority.

As of April 2, NEKCV has hired Allison Ingerson, who is a Groton resident, to replace Katie Moritz. Allison will be at the HUB two times a week when the library is closed and she will be responsible for coordinating the use of the space. Desks have arrived and they are awaiting technology. Sarah has offered to help. Julia said that Sarah can begin booking the space. Sarah offered to hold a key in the event a lockbox is not installed soon. Julie said that the space didn't lend itself to running their training programs there. The space will be open for a period of two years after it opens. Sarah provided dates of upcoming special events.

Julia will follow up regarding the pricing of internet/ phone/fax lines. This information will impact the library's choice of phone and fax upgrades.

Sarah will assure smooth scheduling of the various activities that co-occur by using the HUB two days a week from noon to 4:00 for library programs.

In ascertaining how to use the \$17,000 available to the library from NEKCV as a part of the grant, Sarah has consulted with various people at BMU to ascertain what kinds of technology or equipment would complement or augment what is already available through the school. As NEKCV will be the actual purchaser of any identified items, Sarah is not certain whether the discounts available to the library as a purchaser through the consortium can be applied.

We have a new, very organized volunteer who is interested in teaching crafting. She's going to be doing a make-your-own pet toy after school next Wednesday and duct tape storage pouches. Sarah appreciates the extra energy being put into that.

Library Visitors 2026			
	<i>Adult</i>	<i>Young Adult (13-19)</i>	<i>Children (0-13)</i>
Jan.	182	41	69
Feb.	178	48	67
Mar.	165	53	70
April			

May.			
Jun.			
Jul.			
Aug.			
Sept.			
Oct.			
Nov.			
Dec.			
Yearly Total	525	142	206

Monthly Visitor Totals			
	2024	2025	2026
Jan.	251	304	292
Feb.	267	255	293
Mar.	288	281	288
April	227	275	
May.	239	325	
Jun.	219	456	
Jul.	307	434	
Aug.	379	326	
Sept.	285	347	
Oct.	630	716	

Nov.	292	258	
Dec.	479	365	
Yearly Total	3863	4342	873

Circulation Statistics	Checkouts & Renewals	Ebooks	Audiobooks	Biblio+	Mango
Jan	192	37	94	28	1
Feb	221	27	72	26	2
March	153	34	58	24	5
April					
May					
June					
July					
August					
September					
October					
November					
December					
2026 Totals	566	98	224	78	8
2025 Totals	2934	327	948	93	9

Policy Review Committee Update:

Jennie reported that on February 4 the SelectBoard made some changes to the Town's personnel policy which the Town Treasurer has provided to us. The most significant change is in hours for full-time and part-time employees. The previous numbers were 32 and 15, respectively. Now they are 35 for full-time and 18 for part-time. The Policy Committee met and reviewed them in comparison with the changes we had just made.

The proposed revision would be the inclusion of the following section after the first sentence of the Holiday Leave portion of the Personnel Policies:

- For purposes of paid holiday leave,
 - the Library Director shall be considered to be eligible as a full time employee provided the Library Director is employed for at least 22 hours per week on a regular and continuing basis; and
 - any paid library staff shall be considered to be eligible as a part time employee provided the staff is employed to work at least 15 hours per week on a regular and continuing basis.

The reason the committee is suggesting these changes is so that the holiday pay would be made available to Sarah and Jen at their current hours. This calculation of holiday leave is already included in this year's budget that was just approved. But, absent this change in the policy, Sarah would qualify under part-time employees but Jen would not.

Deborah moved that we approve the policies as proposed. The motion was seconded by Tonya. The motion passed.

The policy committee is meeting again in a couple of weeks to study the endowment/investment policy and the patron privacy policy.

Friends Report:

No report.

Public Comments:

No members of the public attended.

Next Meeting:

Sarah asked to move the regular meeting date to the second Thursday of the month. Deborah moved that we change our regular meeting to the second Thursday of the month. Tonya

seconded the motion. The motion passed.

The next regular meeting is Thursday, May 14, 2026, at 6:00 p.m.

Deborah made a motion to adjourn. Tonya seconded the motion. All approved and the meeting was adjourned at 7:08 p.m.