

Groton Free Public Library, Groton, VT
Library Trustee Meeting
Thursday, July 16, 2026

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on July 16, 2026.

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

Jennie Gaiss called the meeting to order at 6:05 p.m.

June 18, 2026, Minutes:

Deborah Jurist made a motion to approve the draft minutes of the June 18, 2026, meeting of the Trustees. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Deborah reported that we are now at 50% of budget year. Looking at the 400 accounts, you can see where we were at the end of 2025 and where we are now. It's all very predictable because we have CD's and we know what they're going to do. Jennie thanks our town treasurer for generating the reports.

Library Director's Report:

Programs and Events

Sarah reported that we had a lot of help orchestrating A Day in Our Village. She expressed gratitude for everyone who supported it and attended it. She is looking forward to getting feedback from the community about the event and to doing it again. Deborah said it was also a really good day at the Peter Paul House, with attendance by many new and different people than usually attended. Jennie says it was great to see all of the collaboration in producing the event.

Sarah has written and submitted the final report regarding the expenditure of grant funds that supported the activity. She looks forward to another event in the Fall.

A summer program is ongoing.

Sarah has also submitted final reports pertaining to the just-ending budget cycle for funds received from 302 Cares.

Sarah says the backpacks have been checked out and there have already been families who have checked one out and brought it back and gotten a different one. She has determined that a two-week checkout period seems right. She has gotten a suggestion that one be created for

memory support. She thinks the existing ones can be used in that way.

Capital Projects Grant

We have new windows, which makes the space quieter. There are two remaining windows that will be installed by the end of the month. We've been working hard to stay on track and are having weekly meetings with Rural Edge and Kingdom Construction.

Sarah and Jennie were on hand for a site visit with two people from the Department of Libraries, Catherine Delneo and Mark McMurdo, who offered some helpful guidance. Together, the group went through the scope of work contained in the grant agreement and the work outlined by Rural Edge in its detailed description of the project with a fine-toothed comb. Ms. Delneo and Mr. McMurdo identified some items included in Rural Edge's description of the project that are not eligible for reimbursement and identified other items that can be enhanced. Three items that are ineligible for reimbursement are a handrail to be installed on the stairs that go down to the basement, a built-in workstation, and fencing in the yard.

We have asked Rural Edge to handle construction of the handrail.

The workstation was included in the grant application but was not identified in the grant agreement. It will be located at the present location of three bookshelves next to the lift. The shelving will need to be removed and a laminate counter installed. There might need to be some hardwiring installed. Kingdom Construction's estimate for that work was \$1164. We want to make certain that we have funds sufficient to have it constructed at present-day costs. Considering inflation, \$1500-\$1750 is more appropriate.

Deborah said there is money in the 400 account to cover it. Deborah made a motion that we move \$2000 from the 400 account and put it the miscellaneous line item in our 400 budget so that we have funds sufficient to build the workstation. Wayne seconded the motion. The motion passed unanimously.

Sarah will coordinate with Becky Masure of Rural Edge to ensure the billing is done appropriately and that nothing is submitted to the Department of Libraries for this item.

As the fence is not eligible for reimbursement, it would have to be funded by the library. Given that it will not be funded by the grant, Jennie notes that we have no deadline for addressing it. Sarah suggested that it be tabled until after the required elements of the project are completed.

Sarah said that we have been pleased with Kingdom Construction's quality of work and that working with Kingdom Construction has been smooth.

Sarah had a tour this morning with some Rural Edge maintenance team members and a Kingdom Construction representative to go over maintenance requirements for the new air handling system. Sarah took notes that she will type up. The filters need to be cleaned or changed every three months. The first scheduled maintenance will take place about when it is likely that the heat will need to be turned on. Sarah will meet with the Rural Edge maintenance

people at that time to learn about how the heating system is initiated.

As yet to be determined is the size of the generator that will be purchased.

Jennie noted that, during the June 26th site visit, the Department of Libraries representatives emphasized how important it is that we focus on the envelope of the building. As a result, we have been re-examining the foundation of the building and what needs to be done. It was really great to have Catherine and Tom here so that they could see the work that has been done. Having them here was hugely helpful. It just feels good after so much time, working on applying for the grant, waiting for the outcome, and working with Rural Edge and Kingdom Construction, to see the progress that has been made to date.

Jennie says there may be a need to have a special meeting before our scheduled August meeting in order to make some decisions to keep the project moving along.

The question of whether the roof will be composition or a standing seam is being examined. Also, repairing the siding and the porch still needs to be done.

Community Connect Grant

Sarah reached out to Alison to reserve space for library functions on Wednesdays and Thursdays that were displaced during construction in the loft. It may be that some of the programs that have gone to the HUB may come back to the library, depending upon the preferences of the groups. But we are learning as we go.

Sarah is working with Alison about how to publicize library-sponsored events occurring in the HUB, and how to promote services offered at both locations, like computers, printing, and meeting space. She has reached out to the Department of Libraries to find out how other libraries have facilitated similar collaborations.

Sarah communicated to the Town of Groton that the library would be making a switch to NEKCV broadband, and learned that other departments will be switching as well. Mike Gaiss spoke about this at the most recent selectboard meeting. Sarah is working with Alison on this to make sure the installation is smooth.

With respect to the funding offered by NEKCV for library technology, Sarah has submitted another proposal for tech purchases. With this list, in addition to the already purchased early literacy tech, there is about \$3500 remaining. One of the items yet to be purchased is a Mac Desktop for the new workstation, so that community members can try a different type of software. Because students have access to Mac computers at school, it made sense to have that option at the library. She is also looking at a portable recorder and some sound equipment, so that students can expand upon what they are able to do at school. In the current purchase request list is a new TV that could be used in meetings such as this. The current TV was donated and is an older technology.

The outdoor access point will have a wider broadcast range. The access point currently in use outside the building will be moved elsewhere to ensure good coverage throughout and around.

The new computers to be purchased will be faster and smaller. There will be five PC's and one Mac.

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We will also be using a NEKCV phone line.

The new screen upstairs will be mechanized and come down from the ceiling. Thanks to Martin Klein for figuring out the distance from the screen that the projector needs to be installed. It will be a wireless projector.

Jennie thanked Sarah for all she does and appreciates her detailed reports.

Friends

Friends sold tote bags and wall hangings and kicked off the raffle ticket sale for a fall-themed quilt during A Day in the Village. Sarah is going to do some community outreach to assist in ticket sales.

Attendance Statistics

Our attendance numbers have been pretty consistent. People are still reading. Despite the construction, people have been able to use the library.

Library Visitors 2026			
	Adult	Young Adult (13-19)	Children (0-13)
Jan.	182	41	69
Feb.	178	48	67
Mar.	165	53	70
April	273	82	113
May.	285	76	92
Jun.	273	70	93
Jul.			
Aug.			
Sept.			
Oct.			
Nov.			

Dec.			
Yearly Total	1356	370	504

Monthly Totals			
	2024	2025	2026
Jan.	251	304	292
Feb.	267	255	293
Mar.	288	281	288
April	227	275	468
May.	239	325	453
Jun.	219	456	436
Jul.	307	434	
Aug.	379	326	
Sept.	285	347	
Oct.	630	716	
Nov.	292	258	
Dec.	479	365	
Yearly Total	3863	4342	2230

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	179	28	77	27	4
May	154	31	61	29	0
June	180	19	66	27	0
July					
August					
September					

October					
November					
December					
2026 Totals	1079	176	428	161	12
<i>2025 Totals</i>	<i>2934</i>	<i>327</i>	<i>948</i>	<i>93</i>	<i>9</i>

Policy Committee

No update to report.

Next meeting

The next meeting is scheduled for Monday, August 10, at 6:00 p.m.

A motion to adjourn was made by Deborah and seconded by Wayne. The motion passed.

The meeting was adjourned at 7:14 p.m.