

**Groton Free Public Library, Groton, VT
Library Trustee Meeting
Monday, August 10, 2026**

The duly warned meeting of the Library Trustees was held at the Groton Free Public Library on August 10, 2026.

Trustees in attendance were Jennie Gaiss, Chair; 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 6:03 p.m.

July 16, 2026, Minutes:

Tonya Stetson made a motion to approve the draft minutes of the July 16, 2026, meeting of the Trustees. Wayne Knott seconded the motion. The motion passed unanimously.

Treasurer's Report:

Sarah shared the financials she received from the Town Treasurer. Deborah Jurist was not present to give a report; however, she had communicated to Sarah that she had nothing to report based upon having seen the financials from the week prior. Jennie noted that the workers comp premium that had been charged to the budget was higher than the budgeted amount, but that it is not an item over which we have control.

Library Director's Report:

Operations/Buildings and Grounds

Sarah expressed gratitude for all of the support she received after the July 17 event.

Sarah will be on vacation August 13-23. The library will be closed on August 19, during which time Jen and some volunteers will be cleaning up after the construction.

Sarah expressed thanks to all of the volunteers who have pitched in and will be pitching in during her absence.

Programs and Events

Tai Chi will be taking a pause until September.

Sarah continues to update the calendar as plans are made or shift by groups planning events at the library.

Sarah has begun planning for Fall Foliage Day activities.

The Montagues will be doing a wood turning demonstration again. Local authors, Barbara Murray and Thaddeus Robinson, will be present. There will be a story walk and the Friends will

be fundraising by selling raffle tickets for a quilt made especially for the event.

Capital Projects Grant

The construction team continues to meet on Thursdays.

Kingdom Construction will resume work on August 17. The roof will begin on the same date. The site manager will work with the roofing company to coordinate where they'll be working and when.

Work will be done on insulating the exterior of the building, repairing siding and painting where needed. The porch will be repaired by replacing rotten areas of wood.

A new bulkhead door has been ordered and other door closure issues will be addressed to ensure that they are well-sealed.

The gutters will be cleaned and the new work area installed.

Sarah expressed gratitude for Jennie and Dawn's participation in navigating all of the twists and turns of this construction project.

Sarah is awaiting information from Rural Edge that will enable her to submit the initial large payment requisition. Rural Edge is awaiting information from Kingdom Construction.

Community Connect Grant

NEKCV has installed the fiber line so the library's internet and phones are now running on fiber. Sarah thanked NEKCV for the service. We have had some connectivity issues and Sarah will be following up tomorrow with NEKCV.

Attendance Statistics

We have had a lot of youth in the library. We have had an average of seven youth per summer session, with different participants in different weeks. Sarah is planning to repeat the program next summer and may consider different age groups. It was very helpful to have some constructive structured activities for children to participate in.

Jennie expressed gratitude to Sarah for all of the activities this summer and to the volunteers for their contribution.

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	273	82	113
May.	285	76	92
Jun.	273	70	93
Jul.	279	102	124
Aug.			
Sept.			
Oct.			
Nov.			
Dec.			
Yearly Total	1635	472	628

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	505
Aug.	379	326	
Sept.	285	347	
Oct.	630	716	
Nov.	292	258	
Dec.	479	365	
Yearly Total	3863	4342	2735

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	312	51	91	22	0
August					
September					
October					
November					
December					
2026 Totals	1391	227	519	183	12
<i>2025 Totals</i>	<i>2934</i>	<i>327</i>	<i>948</i>	<i>93</i>	<i>9</i>

Review of Safety Protocols

Jennie expressed how proud she was that Sarah recognized the need for assistance and did all of the things she did to keep patrons, staff and volunteers safe during the July 17 event.

Jennie said she has had several conversations with Sarah. It took time to process what had happened and to recognize that this is an opportunity to consider what else might be done, going forward. She reached out to Joy Worland and Catherine Del Neo about our response. Both commended Sarah on her response and how it was handled.

Jennie noted that we used to have a front door that was only lockable from the outside, which is not good when a situation calls for locking from the inside. That has been remedied in the last couple of years. We have talked about installing a panic button at the desk, which would be stationary. Another thing would be getting a subscription for a wearable device for staff members and a volunteer that might be working. Taking this step requires some additional thought. Jennie invited Sarah to express her thoughts.

Sarah said there was an incident in 2022 or 2023 which caused us to think about doors. We have since installed mirrors and door chimes. From her vantage point, the two biggest improvements were hiring Jen so that there are always two people on hand. The second thing was communicating to Rural Edge about the importance of improving the doors – making sure the doors close and latch, and installing a door alarm on the upstairs door. A bar will be

installed on the upstairs door so that an alarm will sound when it's opened from the inside.

Sarah acknowledged having concern about working in an open space located on Highway 302, a place visible and accessible. She noted that her existing protocols stopped at calling 911. The July 17 event made her realize the importance of having a plan about what to do next. She wants to connect with Rural Edge about insuring building security and wonders whether we should have an alarm system that would go off if someone were to come in the back door. She believes having the staff members carry their cell phones on their person would be as effective as the wearable panic button.

Sarah also wonders how to connect with other people in neighboring buildings during an incident. Clearly, there's a need to have phone numbers and perhaps a protocol for texting. Tonya suggested creating a chain that is strictly used for emergency situations, so that it won't be ignored, and create a protocol – such as, for example, the recipients know to leave the building when they get that text.

Dawn suggested viewing some training videos and contacting the Caledonia Sheriff's Department about doing an assessment of the building and making safety recommendations about how to handle emergencies.

Jennie suggested that there be more reflection between now and the next meeting and this topic will be revisited then.

Policy Committee

No update to report.

Friends

No update other than that the raffle tickets are continued to be sold.

Next meeting

The next meeting is scheduled for Thursday, September 10, at 6:00 p.m.

A motion to adjourn was made by Dawn and seconded by Tonya. The motion passed.

The meeting was adjourned at 7:16 p.m.