

# **Groton Public Library Board of Trustees Meeting Minutes**

Tuesday, May 9, 2023, at 7 pm

Approved, 6/13/2023

**Attending in Person:** Library Trustees Helena Altsman, Mark Gerath, Kristen von Campe, and Nancy Wilder with Library Director Vanessa Abraham.

Attending via Zoom: Library Trustees Kate Bettencourt and David Zeiler.

## **Call to Order:**

Mark Gerath, Chair, called the meeting to order at 7:04 pm.

## **Vote Summary**

- Approval of April 11, 2023 Meeting Minutes as amended. Moved by Kristen von Campe, seconded by Kate Bettencourt, 6 ayes, 0 nays, 0 abstention.
- Approval of Library Director's final employment contract for FY 2024-2026 as presented. Moved by K. von Campe, seconded by K. Bettencourt, 6 ayes, 0 nays, 0 abstention.
- Approval of Endowment Grant Request for FY 2024 as presented. Moved by K. von Campe, seconded by K. Bettencourt, 6 ayes, 0 nays, 0 abstention.
- Approval of donation of Franklinia tree to be planted next year. Moved by K. von Campe, seconded by K. Bettencourt, 6 ayes, 0 nays, 0 abstention.
- Adjourn. Moved by K. von Campe, seconded by K. Bettencourt, 6 ayes, 0 nays, 0 abstention.

## **Action Items**

- K. Bettencourt and D. Zeiler to sign Library Director contract.
- Building and Equipment sub-committee to research repair/paint for outdoor furniture, flag pole and sign.
- PPP sub-committee to review/establish a flag policy.
- V. Abraham to notify the Friends of the Tree Warden re: acceptance of tree donation.
- Vanessa and B&E sub-committee to consult Platt Builders and the HDC re: new sign.

## **New Business**

### **FY24-26 Director's Contract**

- Mark reported on the process for reviewing the FY 2024-2026 Director Contract that he, Kristen, and Kate worked on and on the meeting with Town Manager Mark Haddad and Human Resources Director to go over the contract.
- Mark and Kristen met with Vanessa to review edits and changes. Vanessa asked for one final process section to be expanded, which was added and is in the final document.
- Mark did a walkthrough of the new Library Director contract with the Board for FY 2024-2026, highlighting the changes that were made.
- Kristen von Campe moved to approve the Library Director's employment contract for FY 2024-2026 as presented. Motion seconded by K. Bettencourt. Vote 6 ayes, 0 nays, 0 abstention.
- Three copies of the contract were passed around and all present signed.

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## **Unfinished Business**

### **Approval of Meeting Minutes from April 11, 2023 Meeting**

- Completed, see vote summary.

### **Report on Action Items from Previous Meetings**

- All action items reviewed.

### **Review Trustees' Calendar for Current Month**

- All calendar items reviewed.

### **Review Monthly Bills**

- All library bills reviewed.

## **Standing Committee & Liaison Reports:**

### **Budget & Finance**

#### **Third Quarter Financial Reports**

- Vanessa reviewed the YTD General Expense budget currently at 77% expended for the fiscal year. The budget is in good shape.
- The Trustees reviewed third quarter library fund balances. Vanessa noted the second state aid payment came in April and was not included, but we received an additional \$13,318, for a total grant this FY of \$26,590.

#### **Budget & Finance Updates**

- FY 2024 Library Budget passed at Town Meeting
- Vanessa reported the \$85,000 approved by the Trust Commissioners from Robbins Library Trust for books and materials has been fully expended at \$84,999.

### **Building & Equipment**

#### **Current Building Projects**

- Dave and Helena continue to look for appropriate contractors to work on the front sign restoration, as well as the flagpole and garden bench.
- Vanessa will ask Babin about the replacement plantings approved earlier this year.

#### **Building & Equipment Updates**

### **Policy, Personnel, & Planning**

#### **Crisis Communication Updates**

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- Vanessa shared on upcoming event offerings for pride month and shared a general program statement for the library.
- PPP to review and update the program policy for the library this summer.

### **PPP Updates:**

- Vanessa gave an update on the response to the Assistant Director posting, which was strong. She reviewed the search committee selection, hiring process, and expected timeline.
- Vanessa gave an update on clearing old fines, fees, and bills from patron accounts as part of the annual purge of library accounts inactive for many years.

### **Other Reports:**

#### **GPL Endowment:**

- Reviewed and discussed the proposed FY 2024 Grant Request to Endowment Board. Very similar to previous years, but a larger budget request for adult programs, lifelong learning, and Groton Reads.

#### **Art & Artifacts:**

- New student art exhibit up

#### **Social Media Report & Other News:**

- none

### **Other Business**

- none

### **Library Director:**

- Very busy in Children's – its great to see! Parking lot full again regularly.
- FanFest returning Friday, June 23, 2-5 pm
- Show & Tell: Tonie box, new item for children's circulation
- Working with staff to develop a more concrete plan of action, clear guidelines and expectations, and improve consistency across all floors and departments when addressing after school behavior issues next year

Review of Action Items from Current Meeting – see above

Adjournment at 8:18 pm – see vote summary.

Respectfully submitted,

Nancy Wilder, Secretary pro tem