

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, June 13, 2023, at 7 pm, Library Community Room

Approved, 7/11/2023

Attending in Person: Library Trustees Mark Gerath, Kristen von Campe, Kate Bettencourt, David Zeiler and Library Director Vanessa Abraham

Absent: Mark Gerath and Nancy Wilder

Call to Order:

Kate Bettencourt, Vice-Chair, called the meeting to order at 7:03 pm.

Vote Summary

- Approval of May 9, 2023 Meeting Minutes. Moved by Kristen, David seconded. 4 Aye.
- Adjourn. Moved by Kristen, David seconded. 4 Aye.

Action Items

- Documentation of Officers and Committees
- DocuSign and signatories
- Landscaping proposal with landscaper and donor
- Memo to Mark Haddad, shared with Budget and Finance
- PPP: Meeting Room Policy, Classification of Staff, and Code of Conduct
- Building and Equipment: Flagpole and other items

New Business

Annual Election of Officers: Chair, Vice-Chair, and Clerk

- Chair: Kate Bettencourt - moved by Kristen, David seconded. 4 Aye.
- Vice-Chair: Kristen von Campe - moved by David, Helena seconded. 4 Aye.
- Clerk: Helena Altsman - moved by Kristen, David seconded. 4 Aye.

Annual Appointments for Standing Committees and Liaison Assignments

By consensus the following people were appointed:

- Budget & Finance: Mark and Helena
- Building & Equipment: David and Nancy
- Policy, Personnel, & Planning: Kristen and Kate
- Art Committee: David
- Dave Zeiler continues Endowment term through 2025

Signing Warrants FY2024 (DocuSign): Primary & Secondary Signatories

- DocuSign use continues to be explored with the town.
- The proper process will be established to ensure a smooth transition to the platform and that all parties know the various responsibilities that are required.
- The process should be live within the next few weeks.

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Memorial Donation Offer for Garden

- A resident wished to create a memorial donation in the garden in honor of her mother, who walked there and enjoyed the garden and the library nearly every day.
- Discuss with Babin Landscaping the plan for the garden and what plant would work with the design.
- Offer the family a plant in the garden based off Babin's recommendations.
- Note the policy of no plaques and discuss with the family hosting a dedication ceremony honoring the family member.

New Town Tri-Com Committee and Change to FY2025 Budget Planning and Timeline

- New plans for budgeting for FY2025 to start now with Town Manager and a committee of Select Board, Finance Committee, and Finance Team members and School Superintendents, etc.
- Goal is to prepare a full list of budget needs for both municipal and schools so if an override is needed for FY2025, there is time to communicate it early to taxpayers.
- Town Manager said he would be asking Town Dept Heads what their needs were soon.
- Top priorities: staff pay equity, Sunday and summer hours, and ensuring MAR

Unfinished Business

Approval of Meeting Minutes from May 9, 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

FY24 Funding Requests.

- Gift: \$650 (DDF) director's discretionary fund. Moved by Kristen, David seconded. 4 Aye.
- State Aid: \$600 for plant care and \$300 for Grotonfest booth. Moved by Kristen, David seconded. 4 Aye.

Budget & Finance Updates

- YTD General Expense Report Budget v Actual

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- Asked about a possible Fall Warrant Article for the summer: \$2,596 to meet MAR from Town Manager. He suggested a memo request instead.

Building & Equipment

Current Building Projects

- Sign: Committee members are pursuing bids for either refurbished and new sign. Will continue to schedule site visits and requests bids.
- Furniture: Connecting with painters for furniture. Furniture may need to be transported to the painter.
- Flag pole: Will continue to pursue options for painted and new flagpole.

Building & Equipment Updates

- Encumbering FY2023 Capital Projects into FY2024 (alarms, doors, etc.)

Policy, Personnel, & Planning

Assistant Director Contract

- Vanessa shared the news about Sarah Breen, the newly hired Assistant Director. She starts July 17.
- Vote to approve Assistant Director Contract as presented. Moved by Kristen, David seconded. 4 Aye.

Endowment Coordinator Stipend Positions

- Review general guidelines for coordinator stipend increases year-over-year.
- Trustees discussed positions that should be salaried versus stipend to ensure appropriate staff classification.
- The Trustees are supportive of the PPP and Director recommendation.

PPP Updates:

- Staffing updates - Discussed various positions to ensure that all employees have appropriate workloads.
- A part-time Library Assistant resigned for a full-time job in an area library.
- Meeting room policy needs to be reviewed before sending to Town Counsel for legal review.

Other Reports:

GPL Endowment:

- Meeting held May 24, draft minutes of the meeting shared
- FY 2024 Grant Request to Endowment Board was voted with minor amendments
- Other Endowment updates

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Art & Artifacts:

- New art exhibit by Groton Teachers
- Groton Herald archive to be posted online. Need to get process moving.

Social Media Report & Other News:

- No public concerns with current programming.

Other Business

- Craft swap was a great success over the weekend, and will become an annual event.

Library Director:

- Summer reading starts Thursday.
- The Kick-Off Event Fan Fest is coming up. Video gaming bus will also come to the library, along with lots of other great activities for families, kids, and teens.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events

- End of fiscal year signatures needed.
- July 11 next Trustees Meeting

Adjournment at 8:50 pm – see vote summary.

Respectfully submitted,

Helena Altsman, Secretary pro tem