

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, June 11, 2024, at 7 pm, Historical Room

Approved, 7/9/2024

Attending in Person: Library Trustees Kate Bettencourt, Mark Gerath, Jennifer Petersen, Kristen von Campe, and David Zeiler. Also, Library Director Vanessa Abraham and Assistant Director Sarah Breen.

Absent: Helena Altsman

Call to Order:

Kate Bettencourt, Chair, called the meeting to order at 7:06 pm.

Vote Summary

- Approval of May 14, 2024, Meeting Minutes. Moved by Kristen, seconded by Mark. 5 ayes, 0 nays, 0 abstentions.
- Approval of new officers elected: Secretary Jennifer, Vice-Chair Mark, Chair Helena. Moved by Kristen, seconded by Mark. 5 ayes, 0 nays, 0 abstentions.
- Approval of Helena and Mark as primary and secondary DocuSign signatories. Moved by Kirsten, seconded by Mark. 5 ayes, 0 nays, 0 abstention.
- Approval of Library Director's request for \$2,400 in funding for community events from LIG/MEG. Moved by Kristen, seconded by Mark. 5 ayes, 0 nays, 0 abstentions.
- Adjourn. Moved by Kristen, seconded by Mark. 5 ayes, 0 nays, 0 abstentions.

Action Items

- Dave to visit the Prescott School to assess the size of Big Book in the basement closet.
- Vanessa to inform Town Hall of new officer positions.
- Vanessa to request that Town Counsel review the proposed GPL Social Media Policy.
- Vanessa to send Trustees proposed dates for upcoming retreat and schedule same.

New Business

- None.

Unfinished Business

Approval of Meeting Minutes from May 14, 2024 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 & Budget Report

- All library bills reviewed.

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- Monthly budget report reviewed.

Standing Committee & Liaison Reports:

Budget & Finance

FY 2025 Requests

- Vanessa requests funding approval for \$1,000 for Grotonfest/Community Events, \$1,000 for Director's Fund/Staff Appreciation, and \$400 for December Staff Training from State Aid. A sum of \$2,400 approved from LIG/MEG. See vote summary above.

Other Budget & Finance

- None.

Building & Equipment

Building Project Updates

- New People Counters have been received and will be installed as soon as Nashua-based IT people are able to do so. The counters will allow staff online access of real time library use information.

Other Building & Equipment

- None.

Policy, Personnel, & Planning

Social Media Policy

- Proposed GPL Social Media Policy reviewed and discussed. Draft will be sent to Town Counsel for review.

Strategic Planning Updates

- Community Profile Discussed - "languages spoken at home" section to be updated.
- Children's room potential improvements discussed, including creating a discrete area for older (5-10) kids
- Further work on digital historical documents was discussed.
- "Book sanctuary" to foster intellectual freedom and freedom to read was discussed.
- GPL's Library of Things will be added to a new online system and has been promoted in the newsletter.

Trustees' Retreat

- Vanessa will send email or Survey Monkey to coordinate the best date for the proposed three-hour meeting/retreat.

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Other Policy, Personnel, and Planning:

- None.

Other Reports:

GPL Endowment:

- None.

Art & Artifacts:

- New display "Spirit of America: Photographs by Pam Boivin" has been installed.

Social Media Report & Other News:

- None.

Other Business

- None.

Library Director:

- Summer reading program was well-promoted in local schools.
- Mark Haddad said the Charter Review Committee will be reconvened and there was discussion regarding ensuring a Library Trustee attends the committee meetings.
- Cyber security regarding email and online presence, especially with respect to bill paying, was discussed.
- Fan Fest will take place Friday, 6/14/24.

Public Comments:

- Meeting Attendee Dot Hamilton introduced herself, expressed a deep appreciation for the library, thanked Trustees for their work, and underscored her particular affection for the library's "Open to All" motto.

Review of Action Items from Current Meeting – see above.

Review Upcoming Meetings & Events.

Adjournment at 8:22 pm – see vote summary.

Respectfully submitted,

Jennifer Petersen, Secretary