

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, August 13, 2024, at 7 pm, Community Room

Approved, 9/10/2024

Attending in Person: Library Trustees Helena Altsman, Kate Bettencourt, Mark Gerath, Jennifer Petersen, and David Zeiler. Also, Assistant Director Sarah Breen. Library Director Vanessa Abraham attended via Zoom.

Absent: Kristen von Campe

Call to Order

Chair Helena Altsman called the meeting to order at 7:00 pm.

Vote Summary

- Approval of July 9, 2024, Meeting Minutes. Moved by Mark, seconded by Dave. 4 ayes, 0 nays, 1 abstention (Kate).
- Approval of July 27, 2024, Meeting Minutes. Moved by Mark, seconded by Dave. 5 ayes, 0 nays, 0 abstentions.
- The two-person Library Director Evaluation Committee will consist of Kristen and Jennifer. Moved by Mark, seconded by Dave. 5 ayes, 0 nays, 0 abstentions.
- \$950 from LIG/MEG was authorized for Vanessa to attend a Strategic Library Leaders Retreat in November. Moved by Mark, seconded by Dave. 5 ayes, 0 nays, 0 abstentions.
- Adjourn. Moved by Mark, seconded by Dave. 5 ayes, 0 nays, 0 abstentions.

Action Items

- Trustees' Annual Goals to be revisited in September.
- Library Director Evaluation meetings need to be arranged and conducted.
- Vanessa to begin obtaining vendor recommendations from other libraries and town depts. for A/V update projects.
- Vanessa to organize Project Tracker to separate capital and non-capital items.
- Sarah to send Fall GrotonFest signup schedule to Trustees.
- Vanessa to update five-year objectives with action items per the discussion at the Trustees' 7/27/24 Retreat.
- Vanessa to confirm with Mark Haddad that there are no issues with a town building allowing the sale of vendor's works in the library.

Director's Report

- Summer reading participation is up, especially in the teen group.
- Fall newsletter will be sent out at the end of this week.
- Sarah is providing shift coverage all around the library.
- Sarah, Nicole, and Vanessa hired two Sunday library assistants: Tina and Kendra. Both will be wonderful additions to the team.
- An advertisement was posted for a Shelver position, since the current Shelver is leaving for college.
- The Bunnies with Ms. Nancy event brought over 200 people into the library.

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- The 2025 Groton Reads book about Margaret Fuller has been announced so other groups in Town can participate in co-joined programming. (The book is *Finding Margaret Fuller* by Allison Pataki, 2024.)
- Lauren and Nicole went to Flo Ro Library and showed the library aid how to organize the books and are planning to coordinate with the school to promote library events.
- Vanessa and Nicole met with the volunteer program coordinator, Wanfang, of the Prescott Community Center to coordinate program offerings and to avoid overlaps.
- Vanessa, Lauren, Beth, and Nicole met with the Grotonfest Winter Coordinator, Lynne Burmeister, and discussed being a full partner with Groton Winterfest on Sat. Dec. 7. This means we will turn most of the third floor into artisan booths as part of promoting local art and artists.
- Statistics Report looks great – all numbers are up!
- The WiFi has been upgraded.
- GELD visited after the dome light fell (it did not break and was put back into place).
- Vanessa shared a recent article about the library with Mark Haddad who is going to share it with the Select Board.

Town News & Updates

- Mark Haddad is the town's Chief Procurement Officer, and in anticipation of his upcoming retirement, he is getting all town practices in alignment with all current best practices. From now on, he will review and sign all contracts over \$10,000. (Vanessa has signed them in the past.)
- Library patrons have expressed quite a bit of concern about the impending closure of Nashoba Valley Medical Center.
- Mark Haddad will be applying for a grant to completely redo Town Field and its structures (ballfield, gazebo, playground, etc.) and possibly add bleachers with a concession stand.

Action Items

- Approval of the Minutes from July 9 and July 27, 2024 Meetings
 - o Completed, see vote summary.
- Review Trustees' Calendar for Current Month
 - o All calendar items reviewed.
- Review Trustees' Action Items for Current Month
 - o All action items reviewed.
- Report on Action Items from Previous Meetings
 - o All action items reviewed.

Budget & Finance

- Review Monthly Bills
 - o All library bills reviewed.
- Review Monthly Budget Report
 - o Monthly budget report reviewed.

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- Review Financial Year-End Financial Report Internal Worksheets
 - o Fiscal Year End worksheets reviewed.
- Other Budget & Finance
 - o Approved \$950 from State Aid for the Library Director to attend a three-day library leadership training. See Vote Summary.
 - o Discuss financial sources for upcoming projects
 - o Vanessa will begin obtaining quotes for AV updates, starting with asking other library directors for vendor recommendations.

Building & Equipment

- Review Library Project Tracker
 - o Vanessa will amend Project Tracker to separate capital and non-capital items.
- Other Building & Equipment
 - o Dave went to the Prescott Community Center to look at the Big Book: Pages for Peace and reported that due to the extremely large size of the book's components (about 50 12-foot tubes), they could not be housed at the library since the tubes cannot fit up into the attic steps and the weight of the components would be prohibitive.

Policy, Personnel, & Planning

- Review Annual Report & Information Statistics (ARIS) Report Compiled for the State
 - o The Trustee Chair needed to sign the report (and did so)
 - o The report is due August 16, 2024 to the State
 - o The Annual Financial Report is due next month
- Review Strategic Plan
 - o Library Staff, Sarah, Helena, and Kate provided excellent feedback on the goals and objectives to reduce the number of objectives and make them broader.
 - o The Trustees requested that each broad objective be paired with the relevant action items discussed at the 7/27/24 Retreat.
- Groton Winterfest Partnership
 - o Vanessa and Senior Library Staff met with event coordinator Lynne Burmeister to discuss a GPL partnership with GrotonFest for WinterFest.
 - o Vanessa agreed that 11 artisan vendors would be permitted to set up in the Reference Area, and to permit an entertainer in the space. Hot cocoa, face painting, and a children's craft will be on the first floor.
 - o Vanessa stated that although vendors would sell items, people (face painters, performers) would not be permitted to collect tips for services, as is common practice in last year's GF WinterFest and similar events.
 - o Library patrons will be given ample notice of the event before Saturday, December 7, to minimize the service disruption.

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- Other Policy, Personnel, and Planning:
 - o None

Other Business

- None

Next Steps

- Review of Action Items from Current Meeting – see above
- Review Upcoming Meetings & Events

Adjournment at 8:29 pm – see vote summary.

Respectfully submitted,

Jennifer Petersen, Secretary