

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, October 8, 2024, at 7 pm, Historical Room

Approved, 11/12/2024

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

Vice-Chair Mark Gerath called the meeting to order at 7:00 pm.

Vote Summary

- Approval of September 10, 2024, Meeting Minutes (as amended). Moved by Kristen, seconded by Kate. 5 ayes, 0 nays, 0 abstention.
- Approval of expenditure of \$500 from State Aid (LIG/MEG) to co-sponsor Boutwell Book Launch event. Moved by Jennifer, seconded by Kristen. 5 ayes, 0 nays, 0 abstention.
- Adjourn. Moved by Kristen, seconded by Kate. 5 ayes, 0 nays, 0 abstention.

Action Items

- Mark to work on scheduling applicants for the open trustee position.
- Vanessa to look into costs for acoustic paneling.
- Vanessa to contact History Center to inform them of co-sponsorship of Boutwell Book event.
- Vanessa to update trustees about staff matrix.

Director's Report

- A new service, E-Renewals, allows patrons to renew their library accounts online for the first time.
- The new StoryLab after-school program, which pairs a story with a STEAM project/experiment, went really well, so it will continue monthly.
- Beth is looking for local people to feature for programs involving their passion projects
- Many compliments were received on Beth's Indian food and grocery outings.
- The library is 24/7 – as evidenced by the recent police log, which reported a person in the library parking lot at 12:45 a.m. using free library wi-fi to listen to music
- Follow-up on the recent program complaint; coming together around a table helped us all to have a productive, enlightening discussion
- For the first time, GPL will have programming involving NANOWRIMO (National Novel Writer's Month) held annually every November.

Assistant Director's Report

- Grotonfest went well and a lot of people stopped by the library booth.
- Our new homeschooling programming series are very popular and full with waiting lists.
- The third annual GPL Bookmark Contest for graded K-4 is ongoing, and the theme this year is "The Sky is the Limit."

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Action Items

- Approval of the Minutes from September 10, 2024 Meetings
 - Completed, see vote summary.
- Review Trustees' Calendar for Current Month
 - All calendar items reviewed.
- Review Trustees' Action Items for Current Month
 - All action items reviewed.
- Report on Action Items from Previous Meetings
 - All action items reviewed.

Budget & Finance

- Review Monthly Bills
 - All library bills reviewed.
- Review Monthly Budget Report
 - Monthly budget report reviewed.
- Discuss Objective 1.2, Maximize Use of Revenue Sources
 - Maximizing use of revenue sources discussed
- Other Budget & Finance
 - State Financial Report reviewed.
 - Costs for many program presenters have doubled in the past couple of years, so even our healthy programming budgets are projecting full expenditures through June. This is why Beth has applied for grants to support additional arts programs.
 - Marketing work upcoming will follow design procurement
 - Boutwell Book Signing Event Funding Approval.
 - Approval of expenditure of \$500 from State Aid to co-sponsor the Boutwell Book Launch Program at the Groton Inn with the Groton Historical Society and History Center from . See vote summary.

Building & Equipment

- Damage caused to the ceiling by a water leak from a sprinkler will be repaired soon by Niklaus Painting.
- The work on the fire alarm system is coming along, but the Keltron box that hooks up the library directly to the fire station still needs to be installed.
- Acoustic Improvements
 - Sound dampening panels are being considered for the teen room.

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- Vanessa will move forward with exploring costs and options.
- Art committee to be consulted.

- Other Building & Equipment
 - Vanessa will contact a local woodworker about creating a custom miniature of the GPL as a Little Free Library to be placed at the entrance to Katie's Garden.

Policy, Personnel, & Planning

- Final Strategic Plan Status
 - Everything has been submitted to the State and will also be sent to the Select Board, the Planning Committee, Planning Board, and Finance Committee.
 - Everything is now on the website.

- Staff Priority Projects Upcoming Year
 - List prepared by Vanessa and her senior team as to priority projects for the upcoming year

- The new Summer Reading Assistant Job Description was reviewed.

- Town Compensation Study
 - Coming soon; more to share at next meeting

- Other Policy, Personnel, & Planning
 - None.

Other Business

- Trustee Vacancy Applicants and Interviews
 - There are currently six applicants.
 - Trustee availability for interview dates will be determined and interviews with all candidates will be scheduled.

- Other
 - None.

Next Steps

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

Adjournment at 8:19 pm – see vote summary.

Respectfully submitted,

Jennifer Petersen, Secretary