

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, November 12, 2024, at 7 pm, Community Room

Approved, 12/17/2024

Attending in Person: Library Trustees Helena Altsman, Mark Gerath, Jennifer Petersen, Kristen von Campe, and David Zeiler. Library Director Vanessa Abraham and Assistant Director Sarah Breen were also present.

Absent: None.

Call to Order

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

Vote Summary

- Approval of October 8, 2024, Meeting Minutes (as amended). Moved by Mark, seconded by Kristen. 5 ayes, 0 nays, 0 abstentions.
- Approval of November 7, 2024, Meeting Minutes (as amended). Moved by Mark, seconded by Kristen. 5 ayes, 0 nays, 0 abstentions.
- Adjourn. Moved by Mark, seconded by Kristen, 5 ayes, 0 nays, 0 abstentions.

Action Items

- Vanessa and the Teen Librarian to work on the cost of the teen room acoustic panels
- Vanessa to double-check the annual 2023 statistics submitted to the state.

Director's Monthly Report

- The new Mosaic Art exhibition in Sibley Hall has been well received.
- Lauren Sanchez just completed her Master's Degree in Library Science!
- Vanessa attended a library directors' get-together last week.

Assistant Director's Monthly Report

- On Halloween, the library had non-food trick-or-treating available at the children's window with candy upstairs.
- Bookmark winners have been chosen, one for each grade K-4, and will be printed and available next month.
- School groups have been visiting and enjoying story time, scavenger hunts, exhibits, etc.
- A Children's Library Assistant is out on maternity leave with hearty congratulations

Action Items

- Approval of the Minutes from October 8, 2024 Meeting
 - Completed, see vote summary.
- Approval of the Minutes from November 7, 2024 Meeting
 - Completed, see vote summary.
- Review Trustees' Calendar for Current Month
 - All calendar items reviewed.
- Report on Action Items from Previous Meetings
 - All action items reviewed.

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Budget & Finance

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

- Other Budget & Finance
 - Trust Commissioners Meeting
 - Approved \$75,000 for next year.
 - More lecture and program funds should be applied for.
 - The upcoming Children’s Room upgrade and AV system upgrades to Sibley Hall were discussed.
 - Change in Printing Fees
 - Letter, legal, tabloid, and color copy fees are being changed slightly.
 - Vanessa is working with the Town Treasurer to set up Venmo payments.
 - Town Dept Heads Budget Kick-Off Thursday, November 14.
 - Other
 - None

Building & Equipment

- Monthly Project Tracker: Updates & Review
- Final Capital Plan Submitted
 - Updated slightly after B&E Subcommittee met a couple of weeks ago
 - No word yet from the Town Manager regarding when the Capital Planning Committee will meet.
- Other Building & Equipment
 - Discussion regarding outdoor electrical outlets available for patrons.
 - Little Free Library Project.
 - Little Free Library is to be located at the rear of the library by the garden.
 - Draft drawings should be shown to the Historic District Commission.
 - Other
 - None.

Policy, Personnel, & Planning

- A Town-wide Compensation Study is underway.
 - Memo overview discussed.
 - Library Positions Matrix reviewed.
 - A spreadsheet of all library positions has been completed.
 - Questionnaires for staff members are nearly completed.
 - Once the Collins Center gathers all information and conducts virtual interviews with town employees, new job descriptions will be drafted/updated for all positions in town. All town employees can suggest edits to the draft job descriptions, and then they will be finalized.

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- A classification system will be used to score all town job descriptions and assign points, forming the basis for evaluating pay across all town employees.
- Historical Digital Initiative & Grant Proposal:
 - A grant proposal for the Community Preservation Committee has been submitted, and it requests \$20,000 for our community preservation assessment.
 - A Digital Preservation Specialist from the Northeast Document Conservation Center in Andover has been consulted. She suggested a review of projects that are to be included in the initiative.
 - If the draft is approved, a full grant proposal will be completed and submitted in January 2025.
- Other Policy, Personnel, & Planning
 - None.

Other Library

- GPL Endowment Annual Meeting was held. A few updates were shared with the Board.

Other Business

- Other
 - MVLC data was corrected, but it is still significantly off for the GPL and needs to be corrected.
 - For instance, the number of annual library attendees in 2023 is reported as 10,860, but it was closer to 18,000.
 - Vanessa and Susanne will look into the underlying data.

Next Steps

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

Adjournment at 8:06 pm – see vote summary.

Respectfully submitted,
Jennifer Petersen, Secretary