

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, January 14, 2025, at 7 pm, Community Room

Approved, 2/11/2025

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

Absent: Helena Altsman

Call to Order

Kristen von Campe called the meeting to order at 7:01 pm.

Vote Summary

- Approval of December 17, 2024, Meeting Minutes (as amended). Moved by Dave, seconded by Heidi. 4 ayes, 0 nays, 1 abstention.
- Motion to approve the abbreviated Electrical Devices Usage Policy and comply with the Town's request regarding the public's use of outside electrical outlets.
- Adjourn. Moved by Mark, seconded by Dave. 5 ayes, 0 nays, 0 abstentions.

Action Items

- Vanessa will follow up with the preservationist at NEDCC to clarify the organization's proposal for pre-assessment and ensure it meets the library's needs and expectations.
- Vanessa will share the updated Electrical Devices Usage Policy with town counsel.
- Vanessa will speak with the DPW regarding outside electrical outlets.
- All trustees are required to complete the annual conflict of interest training.

Monthly Report from the Director and Assistant Director

- The Compensation and Classification Study has been expedited, and if new job descriptions or raises take effect, the Town Manager may attempt to allocate funds in the FY25 budget to cover the increases, starting this fiscal year.
- The memorial for retired GPL librarian Geri Perry took place, and there have been numerous remembrance posts on the library's Facebook page.
- The stuffed animal sleepover is taking place in the Children's Room tonight.
- Library staff had an all-staff training morning on December 19, and each department head gave tours to members of the other departments. A library-wide safety scavenger hunt also took place to locate items such as emergency exits, fire pulls, and AEDs.
- The contracted book vendor is very slow in delivering the Groton Reads book order, and alternative arrangements may need to be considered.

Action Items

- Approval of the Minutes from December 17, 2024 Meeting
 - Completed, see vote summary.
- Review Trustees' Calendar for Current Month
 - All calendar items reviewed.
- Review Trustees' Action Items for Current Month

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- All action items reviewed.
- Report on Action Items from Previous Meetings
 - All action items reviewed.

Trustee Topics

- Discuss upcoming events on the Trustees' calendar
 - The Trust Commissioners' Meeting will take place on January 28
 - The library will submit the Annual Report to the Town by February 3
 - Regional Legislative Breakfast Calendar linked in the Agenda
 - Mid-Year Review of Trustees' Annual Goals (progress on all goals discussed)
 - Town Manager Budget Presentation (anticipated issues discussed)
 - Meeting with Finance Committee Regarding FY26 Budget will be in February
 - No warrant articles to submit for Spring Town Meeting
 - Trustees who are up for election/re-election in May must pick up papers on or after February 3 and return them with signatures by April 1
 - Trustees' Campaign Finance Reports are due by the end of this week

Budget & Finance

- Review Monthly Bills
 - All library bills reviewed
- Review Monthly Budget Report
 - Monthly budget report reviewed
- Other Budget & Finance
 - FY2026 Budget Updates
 - Everything appears to be on track for the FY26 municipal budget
 - The variable will be the school budget
 - There is a discussion of a possible override for fire
 - Classification and Compensation Study: Town Manager wants to incorporate any financial adjustments into this year's budget, with FY2026 adjusted accordingly
 - Annual Financial Performance Review of the Town Trusts coming up Tuesday, Jan. 28, 11-2

Building & Equipment

- Monthly Project Tracker Updates
 - Building alarm security project is nearly complete, and there are now contacts on all doors.
 - HVAC / gas leak issue resolved, igniter has been replaced.

Policy, Personnel, & Planning

- Outdoor Outlets
 - Discussion took place regarding compliance with the Town's request to restrict usage of the library's outdoor outlets.

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- Electrical Device & Usage Policy
 - Discussion regarding the presented Electrical Devices and Outlet Usage Policy draft.
 - Motion to approve the abbreviated Electrical Devices and Outlet Usage Policy and motion regarding the same. (See voting summary above.)

Other Business

- Other
 - Library Preservation Assessment Proposal
 - Reviewed and discussed Northeast Document Conservation Center's Proposal for Pre-Assessment
 - Clarification necessary regarding various recommendations for items to be preserved digitally and/or physically
 - Need for storage space, a map case, new scanner, etc., also discussed
 - Trustees very supportive of preservation project and Vanessa will obtain clarification from NEDCC regarding scope of project and how to best identify and prioritize items to be digitized and preserved

Next Steps

- 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