

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, February 11 2024, at 7 pm, Community Room

Approved, 3/11/2025

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

Absent: Mark Gerath.

Call to Order: Chair Helena Altsman called the meeting to order at 7:01 pm.

Vote Summary

- Approval of January 14, 2025, Meeting Minutes (as amended). Moved by Kristen, seconded by Helena. 5 ayes, 0 nays, 0 abstentions
- Adjourn. Moved by Kristen, seconded by Helena. 5 ayes, 0 nays, 0 abstentions.

Action Items

- Vanessa will get additional quotes for water bubbler replacements.
- Vanessa will get additional quotes for replacing power assist lower level doors.
- Vanessa will explore the possibility of hiring a third custodian.
- Trustees will drop off baked goods on Valentine's Day.

Monthly Report from the Director and Assistant Director

- Over 100 people attended the Boutwell book launch event at the Groton Inn.
- Llama Lounge has been going well.
- Monthly statistics are up, especially for online participants, and they have been added to the annual report.
- The original Town Field baseball field major upgrade plan was reduced to necessary improvements, like regrading, drainage, and carving out the back little league baseball field.
- The Spring Newsletter is now available.
- Nicole Irvin spoke at the recent Women's Club meeting.
- The Winter Reading program is going well and is being promoted at the Florence Roche Elementary School.
- A Girl Scout troop wanting to do a library project made etiquette reminder signs for use during Llama Lounge.

Action Items

- Approval of the Minutes from January 14, 2025 Meeting
 - 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.

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Budget & Finance

- Review Monthly Bills
 - All library bills reviewed.
- Review Monthly Budget Report
 - Monthly budget report reviewed.
 - Everything is on target.
- Other Budget & Finance
 - FY2026 Budget Updates
 - The library received what was expected. We'd requested a promotion and pay increase for the Adult Program Coordinator, but will wait for the results of the Collins Center Town Compensation and Classification Study.
 - Town Manager indicated that he was unsure what the impact of the 14.8% increase in health insurance on the budget will be, as he'd budgeted for 12%.
 - The library is expected to be level-funded.
 - Report on Annual Financial Performance Review of the Town Trusts
 - Dave, Heidi, and Vanessa attended the meeting.
 - Library Budget Meeting with the Finance Committee and Select Board will be held on Saturday, Feb. 22 at 9 am

Building & Equipment

- Monthly Project Tracker
 - Project to light bottom stairs should be completed tomorrow.
 - Quotes for library door repairs reviewed - both the power assist main door repair and main door hardware, as a ballpark for a future project to add to the list.
 - Awaiting additional quote for the HVAC repair.
 - Water bubblers were removed from the FY2026 budget request and added to this fiscal year 2025 budget with an anticipated Line Item Transfer
- Other Building & Equipment
 - None

Policy, Personnel, & Planning

- Electrical Policy & Procedures Update
 - Was approved by Town Counsel with two minor changes.
- Other Policy, Personnel, & Planning
 - Preservation Assessment Proposal
 - It is not the right fit for the library's current needs, so Vanessa will continue to look for a firm to assist with the digital preservation project.
 - Custodial Staffing
 - The primary custodian works on weekdays. We need to consider a succession plan for some future retirement date, but also because our backup is the weekend custodian – and when they are out for an extended period, like now, that means we have no backup for our

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primary custodian. Vanessa is entertaining the idea of a third fill-in custodian to work as needed during absences.

- If shoveling is required and both custodians are out or unavailable, DPW will be called.
- Other
 - None

Art & Endowment

- Report on Endowment meeting
 - The Endowment continues to do well under its investment strategies.
 - Engaging in additional GPL Endowment fundraising efforts was discussed.
- Report on Tarbell Charitable Trust meeting
 - New Tarbell Charitable Trustee Elizabeth Tarbell would like to do more full exhibitions of all the works under the Trust, so in the future, the Tarbell paintings may not be as available for display in the library as previously.
 - Some of the Tarbell paintings will be returned to the library for display in March.
- Groton Reads *Finding Margaret Fuller* by Allison Pataki
 - The library's regular book supplier could not fulfill the entire order for months, so additional copies had to be obtained via other commercial online sites.
 - Signups for the Groton Reads events are live.

Other Business

- 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