

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, April 11, 2025, at 7 pm, Historical Room

Approved 5/13/2025

Attending in Person: Library Trustees Helena Altsman, Mark Gerath, Jennifer Petersen, and Heidi Robes. Also, Library Director Vanessa Abraham and Assistant Director Sarah Breen.

Absent: Kristen von Campe, David Zeiler

Call to Order

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

Vote Summary

- Approval of March 11, 2025, Meeting Minutes (as amended). Moved by Heidi, seconded by Mark. 4 ayes, 0 nays, 0 abstentions.
- Approval to allocate \$1,200 for a custom canopy from LIG/MEG. Moved by Mark, seconded by Jennifer. 4 ayes, 0 nays, 0 abstentions.
- Approval of up to \$750 from LIG/MEG for Custom T-Shirts for Staff. Moved by Mark, seconded by Heidi. 4 ayes, 0 nays, 0 abstentions.
- Adjourn. Moved by Mark, seconded by Heidi. 4 ayes, 0 nays, 0 abstentions.

Action Items

- Vanessa will write bullet points on the local impact of IMLS cuts and send them to Mark
- Mark will draft a Letter to the Editor re: IMLS cuts and local impact
- Sarah will research options for a new library canopy.
- Sarah will coordinate the library t-shirt order.
- Heidi will contact Dave to get a list of food and serving items for the staff breakfast.
- Vanessa will run budget numbers and get back to the Board of Trustees in May.
- Vanessa will inquire about the price of the painting that was in the Historical Room.

Monthly Report from the Director and Assistant Director

- Many Westford patrons are visiting the library and children's area now that the Westford Public Library has closed for renovations and the temporary location has not yet opened.
- Vanessa and the staff celebrated Library Worker Appreciation Day today.
- Nicole is going to work with a couple of teenagers who want to start a 3D printing club.
- Program attendance is up nearly 30% over last March.
- Ingraham shipment delays will improve as they have hired new personnel.
- Sarah attended a meeting involving partnering with GrotonFest kids and discussed the ways the library could support young entrepreneurs.
- Sarah attended the MVLC innovation fair.
- Four library staff members are going to a workshop on Social Cohesion and Building Community at Devens on Friday.
- A Community Outreach Day was held, featuring Town Manager Mark Haddad, Select Board Member John Reilly, School Committee Chair Lacey McCabe, and School

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, April 11, 2025, at 7 pm, Historical Room

Approved 5/13/2025

Superintendent Dr. Geoff Bruno, who spoke with parents of preschoolers during storytime at the library.

- Vanessa participated in a focus group on Main Street traffic with other people and organizations with a Main Street address.
- If the federal proposal to eliminate the Institute of Museum and Library Services (IMLS) goes through, it will hurt the Mass. Board of Library Commissioners; they would lose half their staff, grants would suffer, and state funding to libraries would mean losing online resources and support for ebooks services.
- The funding cuts will also negatively impact the school libraries and the online resources provided for free through the state, including Sora (the school version of Libby).

Action Items

- Approval of the Minutes from March 11, 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.

Budget & Finance

- Review Monthly Bills
 - All library bills reviewed.
- Review Monthly Budget Report
 - Monthly budget report reviewed.
- State Aid to Libraries Award
- Other Budget & Finance
 - Request for up to \$1,200 from State Aid for Custom Canopy
 - Motion to allocate \$1,200 for canopy from LIG/MEG made by Mark, seconded by Jennifer. See voting summary above.
 - Request for up to \$750 from State Aid for Custom T-Shirts for Staff.
 - Motion to allocate \$750 to for library t-shirts from LIG/MEG made by Mark, seconded by Heidi. See voting summary above.

Building & Equipment

- Monthly Project Tracker
 - Skylight leaks from the rainstorm last month have been looked at and Greenwood is in the process of resolving the cause of the leak.
 - The library capital project to carpet Sibley Hall, the Children's Room, and the Community Room will include carpet tile; Vanessa is in the process of getting quotes from vendors.

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, April 11, 2025, at 7 pm, Historical Room

Approved 5/13/2025

- Other Building & Equipment
 - A new custom canopy is needed for use at GrotonFest and similar outdoor events, and depending on the size selected, will cost up to \$1,200.
 - Bought a projector for the Community Room.
 - Princh wireless printing service is up and running.

Policy, Personnel, & Planning

- Plan Staff Appreciation Breakfast
 - Tentatively scheduled for 6/6/25.
 - Heidi will coordinate.
- Other Policy, Personnel, & Planning
 - Update on Collins Center Job Descriptions.
 - Updates submitted and awaiting approval.
 - Sarah's Contract Renewed.
 - Signed by Mark Haddad and all parties.
 - Sanna, a Shelver, is going to be the Children's Summer Reading Assistant.

The GPL Endowment Trust & Library Programs

- Review current budget report.
 - Currently on track at around 74%.
- Review 4% Calculation amount for FY2026.
 - Vanessa will report back at the May Trustees meeting.
- Draft FY2026 Endowment Grant reviewed and discussed.
- Groton Reads *Finding Margaret Fuller* by Allison Pataki.
 - Very well attended and received.
- Request for American Sign Language Interpreter.
 - Available to book upon request on the state website.

Other Business

- None.

Next Steps

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

Adjournment at 8:12 pm – see vote summary.

Respectfully submitted,

Jennifer Petersen, Secretary