

## **Groton Public Library Board of Trustees Meeting Minutes**

Tuesday, June 9, 2026, at 7 pm, Community Room

Approved, 7/14/2026

**Attending in Person:** Library Trustees Mark Gerath, Jennifer Petersen, Heidi Reichert-Robes, Kristen von Campe, and Dave Zeiler (not voting as not yet sworn in for the newly elected term).

**Also Attending:** Library Director Vanessa Abraham and Assistant Director Sarah Breen.

**Absent:** Trustee Helena Altzman.

### **Call to Order**

Chair David Zeiler called the meeting to order at 7:01 pm.

### **Vote Summary of Tonight's Meeting**

- Election of officers (see below). Moved by Kristen, seconded by Mark. Passed 4 ayes, 0 nays, 1 abstention.
- Assignment of signing authority (see below). Moved by Kristen, seconded by Mark. Passed 4 ayes, 0 nays, 1 abstention.
- Approval of May 12, 2026, Meeting Minutes as presented. Moved by Heidi, seconded by Kristen. 4 ayes, 0 nays, 1 abstention.
- Approval of up to \$1,250 for the Director's Discretionary fund for FY27 to be taken from the Gift Fund. Moved by Kristen, seconded by Jennifer. 4 ayes, 0 nays, 1 abstention.
- Approval of up to \$2,000 expenditure for summer reading helpers to be drawn from the state aid account. Moved by Kristen, seconded by Jennifer. 4 ayes, 0 nays, 1 abstention.
- Vote to adjourn. Moved by Kristen, seconded by Mark. 4 yes, 0 nays, 1 abstention.

### **Action Items from Tonight's Meeting**

- Vanessa to notify the Town Clerk and Town Hall of the change in Trustee roles. Changes will also be made to [gpl.org](http://gpl.org), MBLC, and letterhead.
- Sarah to forward the [gpltrustees@gpl.org](mailto:gpltrustees@gpl.org) email to the new Vice-Chair, Heidi.
- Vanessa to discuss Endowment management issues with other Library Directors.
- Vanessa and Heidi to meet with the Attorney on Thursday to discuss the endowment.
- Kristen and Mark to organize a card and gift for retired staff member Nancy Dumont from the Trustees.
- Mark to explore transitioning the Google Drive account.

### **Library Trustees**

- **Election of Officers** for the Upcoming Year (vote details above)
  - **Trustees Chair:** Jennifer Petersen
  - **Trustees Vice-Chair:** Heidi Reichert-Robes
  - **Trustee Co-Secretaries:** Mark Gerath and Kristen von Campe

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- Vote Trustee Signatories (vote details above)
  - **Primary Signatory and Payroll:** Jennifer Petersen
  - **Secondary Signatory and Bills:** Heidi Reichert-Robes
- Committee Appointments:
  - **Budget & Finance:** Helena Altsman and Mark Gerath
  - **Building & Equipment:** David Zeiler and Kristen von Campe
  - **Policy, Personnel, & Planning:** Heidi Reichert-Robes and Jennifer Petersen

Kristen and Jennifer swapped committees.

### **Monthly Report from the Director and Assistant Director**

- The monthly narrative and statistics were reviewed.
- Vanessa has a Town Department Heads meeting on June 11, and will share any important or noteworthy news with the Trustees afterward.

### **Action Items**

- Approval of the Minutes from the May 12, 2026, 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**

- FY2026 Year-End Budget Updates
  - The FY2026 budget tracker, the monthly budget tracker, and the monthly list of bills (EW-25 and EW-25) were reviewed.
  - There will be a shortfall in Library Wages, due primarily to vacation payouts and other benefits to retiring staff members, but this will be balanced by an underrun in Library Salaries.
  - Just under \$10,000 in the capital budget remains unexpended from the fall carpeting project, which will be turned back to the Town.
- FY2026 Review Director's Discretionary Fund & Request for FY2027
  - The Director's request to fund the Director's Discretionary account was considered and approved from the Gift Fund (see vote summary).

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### **Building & Equipment**

- Equipment Updates
  - Vanessa is waiting for quotes on a “locked down” computer for the children’s room as well as an A/V upgrade for the Community Room.
  - She would like to replace the public scan/fax machine if sufficient funds remain.

### **Policy, Personnel, & Planning**

- Summer Teen Helpers: Funding requested and approved from state aid (see vote summary)
- Vanessa and the programming team are looking into purchasing a secure e-signing service for better program paperwork management. This service would facilitate the exchange of documents (e.g., W-9s, contractor forms, invoices) while enhancing document storage security. One service being considered offers reduced rates for non-profits: \$200/month for unlimited use; this would be paid by the Endowment. Use of such a service would eliminate reliance on email and automatically remind facilitators to sign and submit documents, reducing staff time spent on reminders and tracking while improving quality. No vote was necessary.
- Children’s Room Assessment: The report by the MBLC Building Specialist was reviewed, and another assessment by a different library building consultant is pending.
- Other: Vanessa shared that to hire people ages 14-17, they must submit a completed Massachusetts work permit. For the Library, this is mostly Shelves and Summer Help.

### **GPL Endowment Trust**

- Updates:
  - The legal contract signed by the Endowment Trustees was reviewed.
  - Vanessa and Heidi are scheduled for a meeting on Thursday.

### **Other Business**

- none

### **Next Steps**

- Review of Action Items from Current Meeting – see above.

**Adjournment** at 8:23 pm – see vote summary.

Respectfully submitted,

Mark Gerath, Secretary