

Groton Public Library Board of Trustees Meeting Minutes
September 8, 2020, Virtual Meeting
Approved, 10/13/2020

Attending – Via Zoom: Mark Gerath, Kristen von Campe, Nancy Wilder, Jane Allen, David Zeiler and Library Director Vanessa Abraham.

Support and attendance by Bob Colman of Groton Cable.

Kristen von Campe, Chair, called the meeting to order at 7:02 pm.

Vote Summary – All Votes were by Roll-Call

- A motion to approve Kristen as Chair and Nancy as Vice Chair was moved by Mark and seconded by Jane. Approved unanimously.
- Draft minutes from August 11, 2020 meeting approved as amended. Jane moved and Nancy seconded. Approved unanimously.
- Connie Keeran is to be endorsed to the Town Moderator for his appointment as a GPL Endowment Trustee. Kristen moved and Jane seconded. Approved unanimously.
- A motion to adjourn was made by Jane and seconded by Nancy. Approved unanimously.

Action Items

- Vanessa to communicate change in officers to the Select Board and to notify the town accountant of the addition of Nancy as Vice Chair to the payroll approval.
- Mark to place a notice in the Groton Herald regarding the GPL Trustee vacancy.
- Vanessa to provide the Town Clerk with a notice of Trustee vacancy to post.
- Vanessa to ask IT to switch the receipt of email addressed to GPLTrustees@gpl.org from Kristen to Nancy.
- Vanessa to respond to Laura DeGroot regarding the potential memorial donation.
- Vanessa to provide the GPL Endowment endorse letter to Mark.
- Mark to transmit a letter of endorsement of Connie Keeran as GPL Endowment Trustee to the Town Moderator.
- Mark to investigate use of Zoom and need for recording in reference to the Trustees' discussion of the library director's evaluation.
- Kristen and Nancy to develop a draft library director's evaluation for consideration of the Trustees.
- Trustees to consider Library Director goals and attend a meeting on 9/14.
- Vanessa, Kristen, and Nancy to meet to discuss the Trustee-approved evaluation.

New Business

Marilyn (Mimi) Dabritz Resignation & Trustee Vacancy

The Trustees accepted the resignation of Ms. Dabritz due to her moving from Groton. Kristen was approved as Chair (see vote summary).

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Appointment of Vice Chair – Nancy was approved as Vice Chair (see vote summary). The various notifications necessary to effect the change were tallied and assigned.

Potential for Memorial Bench Donation

Laura DeGroot had approached Vanessa regarding the potential to organize the donation of bench in the library in memorial of two recently deceased residents of town. After discussion, the Trustees reasserted their policy of discouraging donations of memorial furniture or similar items.

Unfinished Business

Approval of Meeting Minutes from August 11, 2020 Meetings. Completed, see vote summary.

Report on Action Items from Previous Meetings Reviewed and all completed.

Review Trustees' Calendar for Current Month

The ongoing library director's evaluation process was discussed and action items assigned. The Trustees were to consider potential director goals for discussion at a September 14th meeting. The potential to recommend Connie Keeran for reappointment to the GPL Endowment by the Town Moderator was discussed and approved (see vote summary).

Other Business

Budget & Finance

Financial Updates

Vanessa has received a request from the FinCom and Select Board to postpone the capital repair of the parking lot until FY 2022. The Trustees agreed to that request.

Building & Equipment

Aug. 24 Public Hearing on Warrant Articles: Parking Lot & Historic Pocket Doors (CPC)

The warrant article for the parking lot has been removed from Fall Town Meeting. The repair of the GPL pocket doors has been recommended by the CPC and will be brought to fall town meeting as part of consensus motion of CPC approvals.

Emergency Exit and Foundation Repair Update

The exterior railings are being finished and should be delivered in 1 to 2 weeks. The foundation repair is complete.

Policy, Personnel, & Planning

Library Director Evaluation

The status of preparation of the director's evaluation was reviewed. Remaining action items

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were assigned and a meeting to finalize the review scheduled.

Other Reports

GPL Endowment

A report on the August 31st meeting was provided.

The endowment newsletter was reviewed.

The Endowment has agreed to fund a one-year trial purchase of Tutor.com, an online tutoring service. The trial is meant to support Groton students and families. It will be advertised in the hopes that it is heavily used.

The Trustees agreed to recommend to the Town Moderator the reappointment of Connie Keeran (see vote summary).

Art Committee Vanessa has met with gallery curator, Ken Hansen, and he is exploring the possibility of virtual shows as well as exhibits that could be placed on the library's grounds.

Social Media Report There have been great reports on library service from the community. Positive testimonials have been received from area residents that travel to Groton for the library.

Other Business

Other Items Not Anticipated 48 Hours Before the Meeting None

Library Director Reports

Summer Reading Programs

- Summer program participation was reduced from previous years but very enthusiastic.
- Funding by the Endowment was essential to the program.

Curbside Pickup The service is very busy and traffic congestion is an issue.

Increasing Library Use The workstations in the library are fully utilized.

Children's Window YA Librarian is providing reading to support the town's diversity initiative. Use of the children's room is increasing in part because of more home schooling.

Update on Hiring Process Twenty-seven applications have been received for the adult program coordinator. Interviews are being scheduled for five candidates.

Project REALM Quarantine Tests Vanessa reported that policies related to duration of the quarantine of books were periodically updated as data became available from the REopening

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Archives, Libraries, and Museums (REALM) program.

Annual State Reports The data for the report are currently being assembled. Requirements for accreditation will be applied through March 12, 2020. The criteria for 2021 are not yet available.

Monthly Report & Statistics Statistics were reviewed. Teen and children program attendance is strong.

Other News & Updates

Technology Librarian Jeff Pike is back to library after a mandatory travel quarantine. Staff annual reviews have begun.

Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

Monthly Trustees Meetings – all at 7 PM: Oct 13, Nov 10, Dec 8

Trustee Meeting to discuss Director's Performance Evaluation – September 14 at 7 PM.

Early Fall Town Meeting: Sat. Oct. 3 at 10 am at GDRMS

Meeting Adjourned at 8:12 PM - See vote summary.

Respectfully submitted:

Mark Gerath, Secretary