

Groton Public Library Board of Trustees Meeting Minutes
October 13, 2020, Virtual Meeting
Approved, 11/10/2020

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 7:00 pm.

Vote Summary – All Votes were by Roll-Call

- A motion to accept the September 8, 2020 minutes as amended was made by Jane and seconded by Nancy. Approved unanimously.
- A motion to accept the September 14, 2020 minutes as submitted was made by Jane and seconded by Nancy. Approved unanimously.
- A motion to request the routine \$70,000 from the Robbins Fund for Books and Materials in FY22 as well as request up to an additional \$30,000 as an emergency request was made by Mark and seconded by Jane. Approved unanimously.
- A motion to adjourn was made by Jane and seconded by Nancy. Approved unanimously.

Action Items

- Mark to call Dawn Dunbar in the Town Manager's office to schedule a joint meeting of the Select Board to appoint a GPL trustee.
- Kristen to respond to the Trustee application received after the application window had closed.
- Kristen to notify the Town Accountant and Human Resources Director of the compensation adjustment for the Library Director.
- Vanessa and Budget & Finance to meet the week of November 2 to discuss proposed FY22 budget.
- Mark to draft motions presenting two requests for books and materials in FY22 from the Robbins Fund.
- Vanessa to confirm meeting with the Trust Commissioners on 11/10.
- Vanessa to contact the Town Manager to coordinate GPL Trustee attendance at 10/26 FinCom and 10/27 Capital Planning Committees.
- Vanessa to coordinate with RISE Engineering regarding plan to refit the building around the historical skylight.
- Building & Equipment and Vanessa to coordinate on a proposal for funds from the CPC to refit the building around the skylight.

New Business

Library Director Annual Review

The Trustees each highlighted aspects of the Director's performance evaluation including the

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COVID19 response, completion of the roof project, the Director's work ethic, an extraordinary plan for Groton Reads and Eats, and collaboration with other town departments.

Trustee Vacancy Response and Interview on October 14 at 5 PM – The logistics around the interview of the Trustee candidate on 10/14 and the joint meeting with the Select Board on 11/2 were reviewed. The decision was made to decline the late submittal of a letter of interest.

Report on Fall Town Meeting

The highlights of the Fall Town Meeting were reviewed including the approval of the CPC's proposal to fund the restoration of the GPL's pocket doors.

Unfinished Business

Approval of Meeting Minutes from September 8 and 14, 2020 Meetings. Completed, see vote summary.

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

Review Trustees' Calendar for Current Month

Other Business

Budget & Finance

Budget Updates

The FinCom and Select Board will meet jointly on 10/26 at 7 PM to provide budgetary guidance to the Town Manager. Budget and Finance will attend the meeting. The Capital Advisory Committee will be on 10/27 at 7 PM. Jane will attend. Budgetary guidelines for FY22 will be given to department heads by the Town Manager on 11/3. Budget and Finance will meet with the Director after the 11/3 department heads' meeting.

Fall Request to Trust Commissioners for Books and Materials for FY22

The usual plan to request \$70,000 from the Robbins Fund for FY22 books and materials was discussed. Jane suggested that the request be amended to rely on a fixed percentage (e.g., 50%) of the books and materials budget. The sense of the Trustees was that introducing that concept to the Commissioners for implementation in FY23 was appropriate. The potential to request additional emergency funds for books and materials was also considered. It was resolved that up to \$30,000 was to be requested as one-time supplement to books and materials given the COVID19-related spending freeze of the municipal budget – see vote summary.

Building & Equipment

Green Grant Weatherization of Town Buildings

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The insulation of the attic is going well. This work is being funded completely by an energy efficiency grant to the town. Credit to Dave Zeiler and Phil Aiello for clearing stored materials from the attic prior to the effort.

CPC Historic Pocket Doors Restoration Awarded

As noted above, the CPC expenditure was approved at the Fall Town Meeting.

FY22 CPC Grant Cycle

The potential to retrofit the space below the historic skylight to improve insulation was discussed. Rise Engineering is preparing a proposal for the effort. Vanessa and David will meet to discuss the project the potential to apply to the CPC for funding in the next cycle regarding restoration of the indoor historic skylight.

Emergency Exit and Foundation Repair

The foundation work is complete and the railings are being painted and should be installed the week of October 19th, completing that project.

Other Building Updates

A leak in the ceiling most likely associated with an HVAC unit has occurred. The cause is not clear but the timing was associated with strong wind and rainstorm. It will be monitored.

Policy, Personnel, & Planning

Hiring and Job Posting Updates

Beth Dalal has been hired as the Adult Program Coordinator. She was a very strong candidate with extensive experience in arts programming. Her references were very strong, particularly as a program coordinator and organizer. The three finalists were all excellent. A new circulation assistant, Victoria Morrow, has been hired. A strong set of Children's Library Assistant applications have been received.

Other Reports

GPL Endowment

Connie Keeran has been working with the new accountant. Next meeting is October 19th.

Art Committee No report.

Social Media Report Staff and trustees continue to get excellent reports. Tutor.com is available and advertisements have begun.

Other Business

Other Items Not Anticipated 48 Hours Before the Meeting None

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Library Director Reports

Library News and Updates

- A homeless teen has visited the library and staff was welcoming.
- Vanessa has had an outreach from the MBLC regarding GPL's COVID19 response.

Town News and Updates None.

Book Worms Update An issue on the nature of a selected book has been resolved to the satisfaction of all parties.

Groton Reads Groton Reads will focus on the history of the civil rights movement and will be coordinated with town organizations and groups. Owen Shuman will be the volunteer Groton Reads co-coordinator with the new Adult Program Coordinator, Beth Dalal.

Parking Lot Signs Signs have been ordered and a crosswalk will be painted between the sidewalk and the book drop.

In-house Plant Service Staff stopped the weekly visits by the plant service since the COVID-19 situation. Debbie Ladue has taken up the work and the plants are thriving.

New Circulation Newsletter Lisa Baylis and Erica Belanger are coordinating a new in-library newsletter focused on news, updates, and reader's advisory.

Monthly Report & Statistics Statistics were reviewed. New statistics related to COVID19 responses (deliveries, curbside pickup, etc.) are being calculated and will be included in the monthly report to meet new state statistical requirements.

Staff and Former Staff Updates

Three staff have been affected by fraudulent unemployment claims.

Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

Monthly Trustees Meetings – all at 7 PM: Nov 10, Dec 8, Jan 21, 2021

Trust Commissioners Meeting: Tuesday, November 10 at 11 AM via teleconference

Meeting Adjourned at 8:32 PM - See vote summary.

Respectfully submitted:

Mark Gerath, Secretary