

Groton Public Library Board of Trustees Meeting Minutes
November 10, 2020, Virtual Meeting
Approved, 12/8/2020

Attending – Via Zoom: Mark Gerath, Kristen von Campe, Nancy Wilder, Jane Allen, Kate Bettencourt, 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 October 13 and 14, 2020 minutes as amended was made by Jane and seconded by David. Approved by five Trustees with Kate abstaining. A motion to accept the October 13 and 14, 2020 minutes as presented was made by Jane and seconded by David. Approved by five Trustees with Kate abstaining.
- The draft FY22 budget was approved for transmission to the finance team at Town Hall. Motion was made by Jane and seconded by David. Approved by unanimous vote.
- The capital budget plan for FY 22 to FY 26 was approved for transmission to the finance team at Town Hall. Motion was made by Jane and seconded by David. Approved by unanimous vote.
- The annual report from the GPL Endowment was accepted. Motion was made by Jane and seconded by David. Approved by unanimous vote.
- Motion to adjourn was made by Jane and seconded by David. Approved by unanimous vote.

Action Items

- Mark to email the approved minutes to Vanessa.
- Vanessa to contact the State Library Board and add Kate to their distribution list.
- Vanessa to transmit approved budget spreadsheet and capital plan to the Trustees and the finance team at Town Hall.
- Vanessa to coordinate attendance by staff at the online ALA Midwinter meetings.
- Vanessa and Building & Equipment to shop for a more permanent tent for the Children's room window.
- Vanessa to contact Barbara Alevras regarding the potential schedule for restarting the strategic planning process.
- Mark to write a letter acknowledging the annual report provided the GPL Endowment.

New Business

Welcome to New Library Trustee – Kate Bettencourt

Unfinished Business

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Approval of Meeting Minutes from October 13 and 14, and November 2, 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

Report on 10/26 FinCom and Select Board Meeting and FY22 Budget Guidelines

The budget instructions provided to the Town Manager by the FinCom and the Select Board and the direction provided to department heads (see meeting materials) were discussed. The overall financial situation of the town and the amount of the FY20 and FY21 GPL budgets returned to the Town's General Fund was described.

Report on 11/4 Budget & Finance Committee Meeting

The meeting was described including the nature of the draft FY22 budget. Vanessa was asked to adjust the expenses budget to achieve level funding with the FY21 budget. The salaries budget was increased to reflect merit increases. The wages budget decreased due to the hiring freeze affecting two positions. The draft budget was approved, see vote summary.

Report on Requests to Trust Commissioners and November 10 Meeting

The outcome of the November 10th meeting was described by the Budget & Finance Committee. The \$70,000 to defray a substantial portion of the FY22 books and materials budget was approved by the Commissioners. An emergency request of \$30,000 for FY21 books and materials was also approved.

Request for \$1,000 from State Aid for Professional Development (ALA Midwinter Meetings

Vanessa requested \$1,000 from the State Aid Fund to allow attendance at ALA online meetings by GPL staff. The request was approved, see vote summary.

Q1 Financial Reports

The financial report was reviewed. In particular, the unspent funds affected by the partial hiring and spending freeze were highlighted and the effects of the COVID19-mode of GPL operation discussed.

Building & Equipment

Report on 10/27 Capital Planning Advisory Committee Meeting

Due to a conflict GPL Trustees were not able to attend the meeting. Jane will ascertain the outcome.

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Discussion of FY22-26 Capital Requests

The elements of the draft capital plan (i.e., retain the parking lot repair in FY22, move up the light replace in coordination with outside funding, push off painting and carpet replacement) were reviewed. The capital plan was approved, see vote summary.

Community Preservation Project Update

The repair of the pocket doors will begin based on CPC funding approved at Fall Town Meeting. The upgrade and repair of the interior skylight including insulation of the attic shaft was discussed. A quote is pending and funds for the repair will be sought from the CPC.

Emergency Exit and Foundation Repair

Both projects will be completed in the next week as the railing for the emergency exit is delivered and installed.

Other Building Updates

Winterization of the children's room canopy was discussed. Installation of space heaters and installation of structure able to withstand snow loading are both objectives. Vanessa and Building & Equipment will discuss options.

Policy, Personnel, & Planning

Strategic Planning

Vanessa anticipates that the state requirement for strategic planning will be re-instituted in 2021. She will contact the consultant to plan the potential restart of the process.

Hiring and Job Posting Updates

Vanessa had very positive reports on Beth Dalal, the new Adult Program Coordinator. A new part-time Circulation Library Assistant, Victoria Morrow, has been hired, and the number of resumes for the Children's Library Assistant have been received and interviews are underway.

Other Reports

GPL Endowment

- Annual Report from the Chair

The letter report from Connie Keeran was reviewed.

- FY20 Financial Reports

The FY20 financial report was reviewed and accepted, see vote summary.

- C. Keeran Reappointment

Ms. Keeran has been reappointed by the Town Moderator.

- Annual Newsletter

The annual newsletter was discussed including its more focused nature.

- Annual Letter of Appeal

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An annual letter of appeal is expected in the next several weeks. Ms. Keeran's efforts in this were singled out.

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

Library Director Reports

Library News and Updates

Vanessa's summary provided in anticipation of the meeting was reviewed. Signs for the parking lot to better organize curbside pickup have been ordered.

Town News and Updates None.

Monthly Report & Statistics Statistics were reviewed.

Other News and Updates
None of note.

Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

Monthly Trustees Meetings – all at 7 PM: Dec 8, Jan 12, Feb 9
Trust Commissioners Meeting: Tue. Nov. 10 at 11 am via teleconference
Budget & Finance with Town Manager: Mon. Nov. 30 at 8 am on Zoom

Meeting Adjourned at 8:34 PM - See vote summary.

Respectfully submitted:

Mark Gerath, Secretary