

Groton Public Library Board of Trustees Meeting Minutes
December 8, 2020, Virtual Meeting
Approved, 1/12/2021

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

Lisa Baylis, Head of Circulation Services in attendance for New Business Support and attendance by Groton Cable.

Kristen von Campe, Chair, called the meeting to order at 7:00 pm.

Vote Summary – All Votes were by Roll-Call

- The Trustees voted to continue the waiver of overdue fines until March 31, 2021. Jane made the motion and Kate seconded, passed unanimously.
- A motion to accept the November 10, 2020 minutes as presented was made by Jane and seconded by Kate. The motion passed unanimously.
- A motion to adjourn made by Jane and seconded by Kate and passed unanimously.

Action Items

- Vanessa to alert staff of the extension of the fines waiver.
- Mark to email the approved minutes to Vanessa.
- Vanessa to share any budget updates with the Trustees.
- Vanessa to post the Trustees meeting with the Select Board for December 14.
- David to develop a proposal for the skylight enhancement for submission to the Community Preservation Commission.

New Business

Continue Temporary Hiatus on Collecting Overdue Fines or Printing Fees During Pandemic with Special Guest, Lisa Baylis, Head of Circulation Services

The request to extend the waiver was presented and discussed. The extension of the waiver was approved – see vote summary. Ms. Baylis also informed the board that more and more libraries in the state are doing away with late fines completely. The good will from the public and the saving of staff time are both considerable. Issues with the MVLC system triggering late fees until the returned items were checked in following quarantine were also discussed.

Discuss Upcoming Select Board Meeting and Request to Fill Vacancy due to Staff Retirement

The pending retirement of Lisa Baylis and the essential nature of the position were discussed. It was agreed that leaving this position empty was not an option even if other cuts to temporary and part-time staff were necessary due to the Town's budgetary situation. The Trustees and the Director will attend a Select Board meeting on December 14 at 7 PM.

Unfinished Business

Approval of Meeting Minutes from November 10, 2020 Meeting. Completed, see vote

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summary.

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

Review Trustees' Calendar for Current Month

The two items, (B&F meet with TM; library legislative breakfast calendar) were considered. The first has been completed and the second is uncertain due to COVID19. Vanessa will advise the Trustees if other information on the Legislative Breakfast is received.

Other Business

Budget & Finance

Report on 11/30 Budget Meeting with Town Manager and Team

The meeting was discussed including the anticipated town budgetary shortfall of approximately \$1.7 million. The Town Manager indicated that he understood our proposed budget and he is likely to need to make additional reductions.

Other Budget Updates

Vanessa to attend Town Dept. Heads meeting on Dec. 10 and share critical news with Trustees.

Building & Equipment

Community Preservation Project Update

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. David will prepare a proposal to the CPC.

Emergency Exit and Foundation Repair

Both projects are completed and \$10,350 has been returned to the Town's General Fund.

Other Building Updates

None.

Policy, Personnel, & Planning

Strategic Planning Contract Close-Out

The consultant's contract for 2020 has been closed but she is keen to work with us in 2021.

Staffing Updates

Lisa Baylis to retire. Staff meetings have focused on COVID19 response and safety. A COVID response committee has been formed with a member from each library department.

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GPL COVID19 Updates

Staff are managing through tele-work and other means to maintain necessary social distancing. CARES Act funding is being spent largely on Personal Protection Equipment and equipment. The Youth Programming grant of \$15,000 from the state is being targeted at equipment. Curbside pickup hours are being expanded. Updated CDC guidelines are resulting in changed procedures. Limited browsing by appointment is being planned for January.

Other PPP Updates

The quarantine period on books is being reduced from seven days to three.

Other Reports

GPL Endowment

Cynthia Krusen, the Administrative Assistant to the Endowment, has resigned. Options for replacement were discussed but no action was taken.

Social Media Report: None

Other Business

Other Items Not Anticipated 48 Hours Before the Meeting

David shared an excellent opportunity for Trustees to expand community involvement by volunteering for the Local Cultural Council. None expressed interest.

Library Director Reports

Library News and Updates

Curbside pickup will be extended to 4:30 PM.

The library is closing at 2 PM on Christmas Eve.

The YA Winter Reading Program starts Dec. 22 and the Kids WRP starts Jan. 5.

Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

Select Board Meeting: Dec 14

Monthly Trustees Meetings – all at 7 PM: Jan 12, Feb 9, March 9

Meeting Adjourned at 8:20 PM - See vote summary.

Respectfully submitted:

Mark Gerath, Secretary