

Groton Public Library Board of Trustees Meeting Minutes
March 9, 2021, Virtual Meeting
Approved, 4/13/2021

Call to Order:

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

Support and attendance by Groton Cable.

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

Vote Summary – All Votes were by Roll-Call

- The Trustees voted to approve the February 9, 2021 minutes as amended and the February 18, 2021 minutes as amended. Jane moved to approve both minutes and Kate seconded. The minutes of February 9 meeting were approved unanimously (5 to 0). The minutes of February 18 were approved by four Trustees, none opposed, and Kristen abstaining due to her absence from that meeting.
- The Trustees voted to extend the partial fine suspension until August 31, 2021. Moved by Jane and seconded by Kate. Passed on a unanimous vote.
- The Trustees voted to approve the holiday and early closing requested by the Director. Moved by Jane and seconded by Kate. Approved unanimously.
- Jane made the motion to adjourn and Kate seconded. Approved unanimously.

Action Items

- Vanessa to check on the status of the CPC application for skylight repair.
- Trustees are to come to the April meeting with ideas for staff appreciation.
- Kristen to arrange for a gift certificate for Lisa Baylis for her retirement.

Unfinished Business

Approval of Meeting Minutes from February 9 and 18, 2021 Meetings Completed, see vote summary.

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

Review Trustees' Calendar for Current Month

Standing Committees and Liaison Reports

Budget & Finance

Update on Budget Discussions with Josh Degen and Mark Haddad Mark reported on his conversations with both Josh and Mark summarizing the Trustees decisions on potential supplemental funding and fundraising for FY2022 (see the minutes of the Trustees of 2/9/21).

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Returned Unexpended Encumbered FY20 Gen Exp to Town Vanessa reported that \$11,698 was returned to the Town's General Fund most of which (\$10,500) was associated with the underbudget completion of the foundation weather-proofing.

Building & Equipment

Community Preservation Application Update: FY2022 Historic Skylight Restoration David reports that the CPC is apparently going to recommend for the library's application. He has indicated that he will serve as project manager and oversight of the project. David also addressed questions about the library's use of other funding sources.

Other Building Updates The new signage for curbside pickup is working well.

Policy, Personnel, & Planning

Request to Extend Fine-Free through August 31 The request was discussed and approved by the Trustees – see vote summary.

Approve FY2022 Holiday & Early Closing Schedule The proposed schedule of holidays and early closings was discussed and approved – see vote summary.

Staff Appreciation Discussion Nancy Wilder reminded the Trustees that no staff appreciation event occurred in 2020 due to the COVID19 pandemic. She asked that the Trustees consider opportunities for staff appreciation in the next several weeks and bring ideas to the April meeting.

Head of Circulation Updates Nicole Irvin has been hired as the new Head of Circulation, starting on March 29th. She has worked in the Fitchburg Library for several years.

Other PPP Updates

With the new union contract, affected staff have been granted an extra personal day in lieu of pay increases.

An ad will be run to replace the recently vacated 6 hours/week part-time library assistant position.

The Trustees will contribute to a gift for the retiring Head of Circulation.

Liaison Reports

GPL Endowment Each year, the Endowment provides a stipend for a summer reading program assistant aid for the YA librarian. We will be advertising for this position soon.

Art Committee : No report.

Social Media Report There have been many positive Groton Reads posts including by kids and

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young adults. There has been very strong positive feedback relative to the craft kits. Trivia Tuesdays for adults each week is also getting a strong following.

Other Business

None

Library Director Reports

Monthly Director's Report Items of note: a) Vanessa is working with staff to plan for future operations as we move out of the COVID restrictions; b) Steve Bolduc of Library Insight is retiring so a new reservation system for events, rooms, and museum passes will be necessary. The new system will be online and is an on-going project.

Library News & Updates

None

Town News & Updates The Town Manager has indicated that Groton will have to be in the green risk level for COVID transmission for two weeks in a row before the Town Hall will open for walk-in visitors.

Programs & Service Updates The brand-new patron-requested and self-directed Plant Based Eaters group had 23 enrollees. The Spice Club remains very popular.

Groton Reads Vanessa reviewed the on-going programs.

Statistics Circulation statistics were reviewed. Digital, databases, programs are all up in use. Books circulation is about ½ of the previous year, a very strong rate given the COVID situation.

Wrap-Up

Review of Action Items from Current Meeting: See above.

Upcoming Meetings & Events:

- Trustees Meetings: Apr 13, May 11, June 8, 2021
- Spring Town Meeting: Saturday May 1 at 10 AM

Adjournment Adjourned at 7:57 PM

Respectfully submitted,

Mark Gerath, Secretary