

**Groton Public Library Board of Trustees Meeting Minutes**  
**May 11, 2021, Virtual Meeting**  
Approved, 6/8/2021

**Call to Order:**

**Attending – Via Zoom:** Mark Gerath, Kristen von Campe, Jane Allen, Kate Bettencourt, David Zeiler, Nancy Wilder, 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**

- The Trustees voted to approve the April 13, 2021 minutes as amended. Jane moved to approve and Kate seconded. The minutes were approved by unanimous vote.
- The FY2022 request of the GPL Endowment was approved by unanimous vote. Jane proposed the motion and Kate seconded.
- The motion to purchase Beanstack with FY2021 budget funds and release the early purchase discount was made by Jane and seconded by Kate. Approved unanimously.
- Jane made the motion to adjourn and Kate seconded. Approved unanimously.

**Action Items**

- Vanessa to discuss library budget and reopening plans with the Town Manager.
- Vanessa to obtain a quote from Halsey Platt to refinish the pocket doors.
- Vanessa to order Beanstack if funded approved by the Endowment Board
- Trustees to complete Staff Appreciation activities.

**New Business**

Report on Spring Town Meeting

The results of Town Meeting were discussed. All library-related items (FY22 operating and capital budgets as well as the CPC request) passed.

**Unfinished Business**

Approval of Meeting Minutes from April 13, 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**

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FY2022 Voted Library Budget

The FY2022 approved budget including cuts in funding and service were reviewed.

Review Third Quarter Financial Reports

The balances of the Trust Funds and the Endowment were reviewed. The FY21 expenses budget were 50% expended as of March 31, 2021. The State Aid award has been received and is \$21,000, an increase over recent years. Expenditures on salaries is going to be nearly \$10,000 over budget, due to pay out of vacation time for a retiring employee. Approximately \$60,000 from salaries and wages will be returned to the Town for the fiscal year due to the hiring freeze, reduced staffing, furloughed staff, and suspended Sunday hours and summer programs. About \$50,000 in expenses will be returned due to the essentials-only spending freeze. The Library Gift Fund and specifically the bequest of Chris Christie will be used for summer reading help after July 1, 2021.

**Building & Equipment**

FY2022 Voted Library Capital & CPC Items

Town Meeting approved \$45,000 for the parking lot repair and the CPC grant of \$3,000 for the skylight refurbishment.

Final Finishes Original Pocket Doors

Vanessa advised the Trustees that \$621 remained in the budget to repair the pocket doors. In addition, the budget for space redesign derived from the \$15,000 Middlesex Savings Bank donation is underspent. She asked for permission of the Trustees to ask for a quote from Platt Builders to touch up the doors' finish and repair the hardware. The Trustees agreed and the Chair decided that no vote was necessary.

**Policy, Personnel, & Planning**

Library Assistant Hiring Update

Kate Engstrom has been hired. She was the Groton Reads coordinator for 2013 and 2020. She was also a NH Teacher of the Year.

Other PPP Updates

Vanessa is keeping track of vaccination information staff when the information is volunteered.

**Other Reports**

GPL Endowment: Items for Upcoming May 24 Meeting:

The FY2022 grant request has been finalized by Vanessa for discussion at the Endowment's May meeting and it was reviewed by the Trustees. The Endowment request was approved by the Trustees – see vote summary.

Approve Request to Add Beanstack to this FY2021 year (\$935, deal if sign by end of May)

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Vanessa presented the request to purchase the software agreement using FY2021 budgeted Endowment funds and Trustees approved it – see vote summary.

Suggest Creating Expendable Account with Annual Unexpended Funds for Larger Projects

This proposal was discussed, and it will be presented to the Endowment at its May meeting.

Art Committee: GCT Art Walk

The Art Walk at the Groton Conservation Trust's Bates property was discussed including several positive reactions and one instance of negative feedback based on the art's interference with a nature-based experience.

Social Media Report None.

**Other Business**

None

**Library Director Reports**

Monthly Director's Report

The monthly report was reviewed.

Reopening Planning

The reopening plan, as posted, was reviewed. Vaccinations are having a positive impact. The Children's Room Window will reopen on June 1. Meeting Rooms will also be available for small groups restricted to library-related functions starting June 15.

Town News & Updates

The Select Board voted to reopen Town Hall on June 1. Right now, public meetings will continue to be virtual. The recent change by the Governor to relax mask rules on May 29 has been dramatic with many people out and very few masks apparent in the park behind the library

Monthly Reports & Statistics

Monthly reports and statistics were reviewed.

**Review of Action Items from Current Meeting:** See above.

Upcoming Meetings & Events:

Next Trustees Meetings @ 7 PM: June 8 and July 13, 2021

Adjourned at 8:10 PM - see Vote Summary

Respectfully submitted,

Mark Gerath, Secretary