

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, June 8, 2021 at 7 pm, Sibley Hall

Approved, 7/13/2021

Call to Order:

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

Kristen von Campe, Chair, called the meeting to order at 7:03 pm

Vote Summary –

- The Trustees voted to approve the May 11, 2021 minutes as submitted. Dave moved to approve and Nancy seconded. The minutes were approved by unanimous vote.
- Dave made the motion to adjourn and Nancy seconded. Approved unanimously.

Action Items

- PPP to peruse the policy manual.
- Vanessa to bring request to board for state aid and gift expense for FY2022 next month
- Board will elect officers and standing committee members at next month's meeting

New Business

- Elect New Officers for Upcoming Year: Chair, Vice-Chair, and Secretary
 - postponed until next month's meeting when more Trustees are present.
- Library Reopening on June 15: Hours, Staffing, Protocols discussed.
 - Expanded evening hours 5-8 pm Tue-Wed-Thu & reopening June 15, 2021.
 - Cut hours 8-9 pm on Tuesdays, Wednesdays, and Thursdays, and 5-6 pm on Fridays due to FY22 wage cuts of 20 hours/week for 2 part-time library assistants.
 - Full hours require full staffing. The library will be open 44 hours/week, instead of the usual 48.
 - The library is following all town and state guidelines on mask wearing but is fully supporting mask wearing and other precautions for the safety and comfort of all staff and patrons.
 - Staff will continue to offer curbside pick up every hour we are open; however, numbers are expected to drop precipitously as the library opens, as other libraries have already experienced.
 - No more contact tracing.
- Letter to Editor @ Library FY22 Staffing Cuts?
 - Decision about this letter postponed until next meeting. Discussed how it might be best to communicate and advocate for the need for the full FY22 personnel budget to the community.
 - Sunday hours cuts will not be felt by patrons until September.
- Third Tuesday Meeting Option Available
 - Decision made to continue with the second Tuesday of each month meeting schedule as Dave Zeiler would be unable to attend otherwise.

Unfinished Business

- Approval of Meeting Minutes from May 11, 2021 Meeting – Completed, see vote summary.

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- Report on Action Items from Previous Meetings – reviewed and all completed.
- Review Trustees' Calendar for Current Month

Standing Committee & Liaison Reports

- **Budget & Finance**

- Budget Updates from Town Manager
 - Able now to use formerly frozen funds for cleaning and landscaping, and other critical operational expenses.
 - The Town Manager clarified that departments have to return unexpended FY21 wages back to the town, cannot reallocate this money to FY22 library wages.
- TM Removal of Overdue Fine Revenue from FY21, FY22, and all future FYs
 - Library Policy on Overdue Fines remains unchanged but vote on this postponed until next month when more board members are present.
 - Consider tracking outcomes on lost book fees, etc.
- Chris Christie Estate Gift Clarification @ Summer Reading Help
 - \$10,000 given for summer reading help. Vanessa asked the board to clarify if unexpended funding could be used past summer. Nothing has been spent yet because of present amount in wages.
 - Trustees recommended that we return to this issue at the end of summer to see how the money has or has not been spent.
- Removal of State of Emergency Reverts Practice Back to Normal Fiscal Procedures
 - Trustees will return to four signatures on every bill with signing every other Tuesday, per the board's decision.
- Other Budget Updates
 - The Mass. Board of Library Commissioners (MBLC) recent hours open requirement update for FY22 discussed; Vanessa will have more updates on the impact for the next meeting.

- **Building & Equipment**

- Landscaping
 - No landscaping had been done except minimally by staff since fall 2019 because of frozen operating budget early spring 2020 until now. DPW has continued helping by mowing the front and Debbie Ladue mows the back. Garden beds looking much better now that the landscapers have returned.
- Other Building Updates
 - Carpet cleaned. Windows to be cleaned next week.
 - CPC funding - John Brooks to fix the skylight. Will come by after 7/4 to look at it and hopefully begin work in August. Should take 2 weeks to repair.

- **Policy, Personnel, & Planning**

- Overdue Fine Policy

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- TM discussion as mentioned above.
 - Furloughed Status Removed for Remaining Four Sunday Fill-In Staff Members
 - Changing for the Future
 - Succession planning for a staff member's future retirement discussed.
 - Discussed technology planning for the future coming in the next several months. Vanessa to work with Technology Librarian Jeff Pike, Town IT Dept., and MVLC's support on this and keep the Trustees updated.
- **Other Reports:**
 - GPL Endowment Meeting Update:
 - Dave reviewed the Endowment's discussion about a possible rainy day fund for unspent funds. He reported that this is an action item for the Endowment Committee, to re-read rules on this.
 - The FY2022 budget requests were approved.
 - There will be an Endowment Trustee vacancy with Connie Keeran planning to step down the end of this year.
 - Art Committee
 - The Art Gallery Coordinator Ken Hansen is planning for a soft opening in September of Sibley's first art exhibit since March 2020.
 - Social Media Report:
 - No updates
- **Other Business**
 - none
- **Library Director:**
 - Monthly Director's Report – monthly report reviewed.
 - Library News & Updates
 - Town News & Updates
 - Programs & Service Updates
 - Summer Reading Programs– professional looking pamphlet made for Teen Summer Reading using Canva
 - Summer Newsletter
 - Monthly Reports & Statistics
 - Other News & Updates

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings: Trustees Meetings Tuesday @ 7 PM IN PERSON: July 13 & Aug 10

Adjourned at 8:46 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary pro tem

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