

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, July 13, 2021 at 7 pm, Community Room

Approved, 8/10/2021

Call to Order:

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

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

Vote Summary

- Jane made the motion and Mark seconded to nominate Dave Zeiler as Board Chair for the upcoming year. Approved unanimously.
- Kristen made the motion and Mark seconded to nominate Jane Allen as Board Vice-Chair for the upcoming year. Approved unanimously.
- Kristen made the motion and Mark seconded to nominate Kate Bettencourt as Board Secretary for the upcoming year. Approved unanimously.
- The Trustees voted to approve the June 8, 2021 minutes as submitted. Kristen moved to approve and Mark seconded. Mark and Jane abstained from voting.
- Mark made a motion to approve Director's request of \$750 from Gift, Dave seconded. Approved unanimously.
- Mark made a motion to approve Director's request of \$675 from state aid, Dave seconded. Approved unanimously.
- Mark made the motion to adjourn and Dave seconded. Approved unanimously.

Action Items

- Vanessa to look at comparable libraries to see how they are doing with accreditation process given the COVID-19 pandemic.
- Kristen to draft Trustee Goals for the Upcoming Year and send them to committee members.
- Nancy to update list of committee members from previous library director evaluation process.
- Mark to take minutes at the next trustees meeting, as Kate will be absent.
- Vanessa to update information for all the new committee members.
- All committee members to consider potential people for new future endowment vacancy.

New Business

Elect New Officers for Upcoming Year: Chair, Vice-Chair, and Secretary

Dave Zeiler will serve as Chair, Jane Allen as Vice-Chair, and Kate Bettencourt as Secretary. See vote summary.

Assign Standing Committee Members for Upcoming Year

-committee assignments will remain the same:

Mark and Nancy will remain on Budget & Finance

Dave and Jane will remain on Building & Equipment

Kristen and Kate will remain on Policy, Personnel, & Planning

Dave Zeiler will remain as Art Committee Liaison

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Unfinished Business

Approval of Meeting Minutes from June 8, 2021 Meeting

-completed, please see vote summary.

Report on Action Items from Previous Meetings

-PPP committee in the process of reviewing the policy manual.

-all other action items reviewed and completed.

Review Trustees' Calendar for Current Month

Standing Committee & Liaison Reports

Budget & Finance

Impact of \$55,664 Cuts to Library Wages for FY22 on Hours, Services, and Certification

-Trustees discussed whether to submit a warrant article, which would be due August 12. There is a Budget and Finance committee meeting with Mark Haddad on July 21 at 8 am, where Mark, Dave, and Vanessa will continue to outline the implications of these cuts. Following this meeting, a letter to Herald will be written.

-The library is going to need to submit a waiver for accreditation. The library meets all the certification requirements (hours, etc.), but the budget is \$52,899 below the Municipal Appropriation Requirement (MAR) for FY22. If the personnel cuts of \$55,664 were restored, we would meet the MAR. We will need to apply for a certification waiver by October 1, with the full application by November 5, unless the full budget is restored at Fall Town Meeting.

-When the personnel budget is restored, it will take time to post, hire, and train new service staff – both weekly and Sunday staff members. Adult evening in-person programming is very affected by evening hour changes.

Trust Commissioners' One-Time Additional Funding for Books & Materials for FY21

-An additional 30k from Robbins fund was provided to replace the cut books and materials from FY21. However, there was a misunderstanding that the funding needed to be expended by the end of the state of emergency. When the Trustees meet with the Trust Commissioners this fall for our FY2023 annual request, it could be brought up then if the additional funding is still desired to replenish collections.

Director's Request for FY2022 Funding:

Vanessa requested special funding from Gift for staff appreciation and a training workshop, as well as funding from State Aid for plant care and Grotonfest. Approved. See vote summary.

Building & Equipment

Capital Projects Updates

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-One of the skylights is leaking; this should be fully covered by the roofers. DPW came right over to assess the situation. The roofing company has been notified. A duct was also found to be leaking; the DPW will take care of this.

-This year the capital project will be to repave the parking lot.

-Vanessa is getting updated fire and burglary alarm quotes for FY2024.

CPC Project Updates

-no updates

Policy, Personnel, & Planning

Trustees Goals for the Upcoming Year.

The Trustees reviewed their goals for FY2021 and discussed potential goals for FY2022. Kristen volunteered to write a draft for next meeting for board approval.

Review Library Director Evaluation Process & Timeline

-Discussed the evaluation process and agreed that it would be helpful to document the history of committee members. Nancy agreed to update this list.

-Vanessa's self-evaluation due at the end of this month.

Appoint Library Director Evaluation Subcommittee

-Nancy and Mark volunteered for this committee; as Chair, Dave also agreed to serve.

Other PPP Updates

-Several months ago, Groton's Diversity Task Force formally requested that the library reconsider charging overdue fines as an economic barrier to service Vanessa spoke with Mark Haddad about the potential loss of revenue for the Town. The Trustees will confirm this in person at the next meeting with the town manager and vote at the next trustees meeting.

Other Reports:

GPL Endowment: 6/28 Meeting Report

-Budget submitted was approved. Chair Connie Keeran is stepping down from the Endowment board on December 31, 2021 and will need a replacement.

-Expendables discussed (when money is given but not spent). Trust can expend up to 5% of funds for a special event. Endowment board was hesitant to put non-expendables in a rainy day fund but wants to use this 5% approach instead. Connie has tracked all of the unexpended funds since FY2005.

Art Committee

-no updates

Social Media Report:

-no updates

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Other Business

-none

Library Director:

Director's Report Updates

-September 1, 2021 roll out for new Assabet online modules for event calendar, room booking, and museum pass management, as well as the new gpl.org website.

-The program reporting requirements for the state have changed and will be tracked separately based on expanded age categories and locations. This will begin July 1, 2021.

-Staff will begin tracking activity programs (passive, self-directed programming).

Library News & Updates

-Llama Lounge to start September 3, 2021 and continue on half days for the middle schoolers.

-Fireworks postponed until July 26, 2021. Will look into lighting of the parking lot. South stairs will need to be blocked off to clearly note they don't exit to Main Street.

Town News & Updates

-There is a new town council.

Programs & Service Updates

-continue Groton Reads and Eats in 2022?

-Groton reads and Gardens 2023 (100 year anniversary of Garden club)

Monthly Reports & Statistics

-Door counter in June 2020 was 1500 – which shows the amount of activity needed to manage curbside delivery because no patrons were allowed in the building at that time. Trustees recommended leaving in monthly statistics recording with an asterisk of explanation.

-The people counter records do help us track days and hours to see traffic patterns

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

-Trustees Meeting Tuesdays at 7 pm IN PERSON: August 10 and September 14.

Adjournment at 8:30 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary