

## **Groton Public Library Board of Trustees Meeting Minutes**

Tuesday, September 14, 2021 at 7 pm, Community Room

Approved, 10/12/2021

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

Absent: none

### **Call to Order:**

Dave Zeiler, Chair, called the meeting to order at 7:01 pm

### **Vote Summary**

- The Trustees voted to approve the August 10, 2021 minutes. Kristen moved to approve and Mark seconded. The minutes were approved by unanimous vote with Jane and Kate abstaining.
- Kristen made a motion to approve the Room Use Policy. The motion was seconded by Mark and passed unanimously.
- Kristen made a motion to approve the amended Library Use and Behavior Policy. The motion was seconded by Mark and passed unanimously.
- The motion to eliminate fees for replacement library cards was made by Kristen and seconded by Mark and passed unanimously.
- Kristen made a motion to appoint Jane to replace Dave on the GPL Endowment Board for the term beginning January 1, 2022. The motion was seconded by Mark and passed unanimously.
- Kristen made a motion to close the library on December 16, 2021 from 10-12 pm for staff training. The motion was seconded by Mark and passed unanimously.
- Kristen made a motion to adjourn at 8:10 pm and Mark seconded. The motion passed unanimously.

### **Action Items**

- Mark Gerath to give the town manager a call regarding the need for the Trustees to visit with the Finance Committee about the upcoming town meeting.
- Dave Zeiler to call John Brooks to follow up on the CPC skylight project.
- Vanessa will return to the next Trustees meeting with a budget proposal for the December 16, 2021 staff training event.

### **New Business**

- None

### **Unfinished Business**

#### Approval of Meeting Minutes from August 10, 2021 Meeting

- Completed, see vote summary.

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### **Report on Action Items from Previous Meetings**

- All action items reviewed and completed.

### **Review Trustees' Calendar for Current Month**

- All calendar items reviewed.

### **Standing Committee & Liaison Reports:**

#### **Budget & Finance**

##### **Report on Meeting with Select Board**

- Mark, Dave, and Vanessa were present at the Select Board meeting to discuss state certification – in jeopardy this fiscal year because of library budget cuts and the library not meeting the Municipal Appropriation Requirement (MAR).
- As motor vehicle excise taxes have exceeded projections, Town Manager Mark Haddad recommended the FY22 library budget be fully restored, pending approval at fall town meeting. The selectmen voted unanimously in favor. There will be just one warrant article at town meeting to be voted on for all changes to the FY22 town budget.
- The Select Board expressed a favorable reaction to the Trustees vote to eliminate late fines.
- The library's reduced hours were also reviewed, due to current budget constraints. Vanessa will still need to complete the first step of the waiver process, then this submission will be withdrawn if the vote is positive at town meeting.

##### **Other Budget Updates**

- Expended the Christopher Christie Estate Funds of \$6,500 for Summer Reading Program Support.

#### **Building & Equipment**

##### **CPC Project Updates**

- Dave and Vanessa met with John Brooks on August 16, 2021 to discuss the historic skylight panel restoration and preservation. The project is to start late September and last a few weeks.

##### **Other Building Updates**

- One of the newer HVAC units needs an evaporator coil repair. The estimated cost is \$6,553, which is expensive, but necessary. These funds will come out of library operating maintenance and repair.

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### **Policy, Personnel, & Planning**

#### Approve Minor Updates to Room Use and Behavior Policies

- The Room Use Policy has been revised to outline how room availability has changed, as one is now needed for an office. The policy was approved, see vote summary.
- The Library Use and Behavior Policy was revised to remove denial of service for overdue materials or late fees on their account. The policy was approved, see vote summary.
- The procedures related to museum passes was discussed and Vanessa will consider changing the wording to direct patrons to ask staff if they cannot find a certain pass.

#### Discuss Removing \$1 Fee for Replacement Library Cards

- Cards cost 53 cents each, paid out of the library operating budget. It is an advantage to the library staff or patrons have their cards, given that it takes time to look up the information and there is the potential for mistakes. Trustees decided to eliminate the replacement fees, see vote summary.

#### Revisit Automatic Renewals

- Trustees had discussed automatic renewals previously and did not approve of adding this service because it reduced the collection of overdue fines so substantially (~80-90%). Given how fines have been eliminated, Trustees were in support of having automatic renewals.

#### Other PPP Updates: Shelver job opening

- This job has been posted and will be open through Friday. About nine people have applied so far.

### **Other Reports:**

#### GPL Endowment:

- Dave Zeiler's 4-year commitment as Trustee liaison to the Endowment ends Dec. 31, 2021. Jane expressed interest in joining the Endowment Board and the Trustees agreed, see vote summary. Jane will be introduced at the October 2021 meeting.
- Endowment Vacancy Response: No further information at this time.

#### Art Committee

- The Art Gallery is back with an exhibit of paintings by Priscilla Levesque.
- The Tarbell 'Edmund, Mary, and Sergius' painting has been hung on the third floor while 'Marjorie, Danny, and Little Edmund' visits the Boutwell House for the Sense of Place show on now through October.

#### Social Media Report:

- None

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### **Other Business**

Vanessa asked for permission to close the library from 10 am -12 pm on December 16, 2021 for staff training time. Trustees agreed to close the library during this time, see vote summary.

### **Library Director:**

#### Director's Report Updates

- The monthly report was reviewed.

#### Library News & Updates

- The new website is up and running, as well as the new online calendar, room booking, and museum pass software.

#### Town News & Updates

- Town Meeting is scheduled for October 23, 2021 at 9 am at the Middle School.
- Town Clerk position proposed change from elected to appointed.

#### Programs & Service Updates

- The first Llama Lounge occurred.
- New basketballs were ordered with GPL logo on them, which will hopefully assist with people returning them to the library.
- Vanessa expressed her goal to bring back Groton Reads and Eats in March 2022.

#### Monthly Reports & Statistics

- Summer reading did very well.

Review of Action Items from Current Meeting – see above

Upcoming Meetings & Events were reviewed.

Adjournment at 8:10 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary