

# Groton Public Library Board of Trustees Meeting Minutes

Tuesday, October 12, 2021 at 7 pm, Community Room

Approved, 11/9/2021

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

Absent: none

## **Call to Order:**

Dave Zeiler, Chair, called the meeting to order at 7:00 pm.

## **Vote Summary**

- The trustees voted to approve the September 14, 2021 minutes as submitted. Mark moved to approve and Kristen seconded. The minutes were approved by unanimous vote.
- Mark made a motion to approve Vanessa's Capital Planning Budget. The motion was seconded by Kristen and passed unanimously.
- Mark made a motion to adjourn at 8:17 pm and Kristen seconded. The motion passed unanimously.

## **Action Items**

- Vanessa to follow up on retrieving the minutes from today's Trust Commissioner's meeting, to determine the allocation of funds.
- Kristen, Vanessa, and Mark to reach out to potential Endowment trustees.

## **New Business**

### Library Director Annual Evaluation

- Each Trustee highlighted aspects of the Director's performance evaluation including managing budget constraints, demonstrating leadership and developing strong relationships within and outside the library, and planning an amazing Groton Reads.

## **Unfinished Business**

### Approval of Meeting Minutes from September 14, 2021 Meeting

- Completed, see vote summary.

### Report on Action Items from Previous Meetings

- All action items reviewed.

### Review Trustees' Calendar for Current Month

- All calendar items reviewed.

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## Standing Committee & Liaison Reports:

### **Budget & Finance**

#### Report on Trust Commissioners Meeting

- Dave, Nancy, and Jane attended the meeting. The commissioners approved the \$70,000 request for books and materials for FY22 to supplement the normal budgetary spending. They also approved an additional \$15,000 for FY22 to partially make up for the budgetary spending shortfall due to COVID. This was also approved for FY23.

#### Other Budget Updates

- Annual State Financial Report, Compliance Form, and Petition for Certification Waiver submitted.

### **Building & Equipment**

#### FY2023-27 Library Capital Plan

- With the creation of the new Town Capital Planning Committee, the Town Manager moved up the deadline for town dept. capital requests to be turned in a full month earlier than usual on Oct. 15. Vanessa had already been working with DPW's Tom Delaney and library contractors to get updated quotes for the projects lined up in our capital plan.

#### CPC Project Updates

- Platt Builders' Painter Steve Mahon reached out to Vanessa and is scheduled to come in on Monday, October 18 (when the library is closed) for the final finishing touch on the historic oak pocket doors.
- Vanessa consulted Susanne Olson, Reference Librarian, with a special expertise in historic preservation and alerted Bob DeGroot, Community Preservation Project Liaison, as well as Dave and Jane.

#### Other Building Updates

- HVAC unit repair – not done yet
- Masonry work will be completed this week.

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

#### Shelver job opening

- 19 applications received, setting up interviews

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### Other PPP Updates:

- Vanessa updated Trustees on the December staff workshop planning

### **Other Reports:**

### GPL Endowment:

- Upcoming vacancies discussed.
- Next endowment meeting Oct 18.

### Art Committee

- Art show going on right now – The Sense of Place.
- Staff is working to set up a book signing event in the beginning of November.

### Social Media Report:

- Jennie Fitzkee (volunteer reader) was on the nationally recognized on The Kelly Clarkson show.

### Grotonfest:

- Mark and Kate shared how library staff did a great job interacting with the community and the crafting activities for both teens and children were well received.

### **Other Business**

### **Library Director:**

#### Director's Report Updates

-The monthly report was reviewed.

#### Library News & Updates

-The Library was asked to participate in the Winter Stroll for the Groton Conservation Trust.

#### Town News & Updates

-none

#### Programs & Service Updates

-none

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Monthly Reports & Statistics

Other News & Updates

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

Monthly Trustees Meetings – all at 7 PM: Nov 9, Dec 14, 2021

Adjournment at 8:17 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary