

Groton Public Library Board of Trustees Meeting Minutes

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

Approved, 1/11/2022

Attending: Jane Allen, Kate Bettencourt, Nancy Wilder, Dave Zeiler, and Library Director Vanessa Abraham.

Absent: Mark Gerath, Kristen von Campe

Call to Order:

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

Vote Summary

- The Trustees voted to approve the November 9, 2021, minutes as submitted. Nancy moved to approve and Jane seconded. The minutes were approved by unanimous vote.
- The Trustees voted to approve the November 19, 2021, minutes as submitted. Nancy moved to approve and Jane seconded. The minutes were approved by unanimous vote.
- The Trustees voted to approve the December 2, 2021, minutes as submitted. Nancy moved to approve and Jane seconded. The minutes were approved by unanimous vote.
- Nancy made a motion to adjourn at 8:23 pm and Jane seconded. The motion passed unanimously.

Action Items

- Vanessa to determine when the Town Manager will formally present the budget, so a meeting can be posted for Trustees to attend.
- Vanessa to ask about obtaining rapid testing kits for staff.
- Vanessa to return approximately \$300 of the remaining unexpended encumbered CPC pocket doors grant funds.

New Business

- none

Unfinished Business

Approval of Meeting Minutes from Nov. 9 & 19 and Dec. 2, 2021, Meetings

- 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.

Standing Committee & Liaison Reports:

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Budget & Finance

Report on Meeting with Town Manager about FY2023 Library Budget

- Vanessa, Mark, Dave, and Nancy attended. The town is facing a deficit and union negotiations are still unknown. Questions were asked regarding the number of staff needed (Trustees explained how many part time library staff saves the town money) and why \$12,000 more is needed in general operating.

Report on Trust Commissioners Meeting with Financial Advisors

- Dave and Jane attended. General prognostications reviewed; inflation is a concern. The Town Treasurers have been working to get the investments off the legal list; this was granted by the state 14 days ago. Now able to operate under the prudent investor guidelines. Funds are currently invested in about 30 stocks and the hope is to broaden these investments to 50-60 stocks. The Trust Commissioners with the Town Treasurer are considering moving monies under one management company to save money.

Other Budget Updates

- MBLC officially certified the Library for FY2021 in December. The first state aid payment will arrive later in the month (approximately \$10,000).

Building & Equipment

Capital Planning Updates

- The Capital Planning Committee recommended to the Town Manager that the Library Fire Alarm System upgrade happen in FY2023 instead of FY2024. This will allow for burglary and fire upgrades to occur in the same fiscal year.

CPC Project Updates

- Pocket doors have been stained and are all done except for the brass locking mechanism. Dave and Vanessa decided to not have the door lock for safety reasons. Money can be returned now (approximately \$300).
- John Brooks and team removed the historic interior skylight glass panel for restoration. The skylight is scheduled to be reinstalled next Monday (12/20).

Other Building Updates

- Parking lot lights have all been fixed

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- Trim around glass door (outside the children's room) is brittle and falling out, outside children's room.

Policy, Personnel, & Planning

Personnel Updates

- Town Union and Contract employees given a one-time 2% bonus pay
- Staff getting booster shots and excited for staff development day
- Spontaneous Covid issues continue to make coverage more of a challenge. Discussed the option of having more access for rapid Covid tests for staff.

Other PPP Updates:

- Vanessa and the Trustees discussed how hard our library works to be open around holiday times, which is different from many other local libraries. This time is generally highly utilized by patrons.

Other Reports:

GPL Endowment:

- There are two new Endowment Trustees - Sam Morrow and Mike Woods. Chair Connie Keeran is working hard to ensure a smooth transition.

Art Committee

- New exhibition coming shortly.

Social Media Report:

- none

Other Business

- More book challenges are occurring across the country, mostly in schools. Library staff will continue to use the policies and procedures for patron concerns if this issue arises.

Library Director:

- Director's Report as submitted
- Other Updates:

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- Vanessa described a great visit with well-known, former resident today, as he is in town doing research for a book about George Boutwell.
- The library is excited to be rolling out Kanopy, which provides several types of highly curated streaming content.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

Monthly Trustees Meetings – all at 7 PM: January 11, 2022, and February 8, 2022

Adjournment at 8:23 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary