

Groton Public Library Board of Trustees Virtual Meeting Minutes

Tuesday, January 11, 2021 at 7 pm, on Zoom

Approved, 2/8/2022

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

Call to Order:

Dave Zeiler, Chair, called the meeting to order at 7:02 pm.

Vote Summary

- The Trustees voted to approve the December 14, 2021 minutes as submitted. Mark moved to approve and Kristen seconded. The minutes were approved, with Mark and Kristen abstaining.
- The Trustees voted to approve the FY2023 GPL Holidays and Special Closings Calendar. Dave made a motion to approve the calendar and Jane seconded. The motion passed unanimously.
- Mark made a motion to adjourn the regular meeting at 8:13 pm and begin an executive session to discuss the director's salary negotiations and Kristen seconded. The motion passed unanimously.
- All votes by roll call.

Action Items

- Dave to get a quote for the light channel for the skylight.
- Vanessa to look into whether insurance would cover the damaged women's bathroom door.
- Mark to draft a letter to the Select Board regarding the library's position to stay open at this point in time during the pandemic.

New Business

Town Manager's Budget Presentation to Select Board

- The FY2023 budget presentation and financial outlook for the town was discussed.

Select Board Member Request to Close the Library Due to the Pandemic

-The Trustees and Vanessa discussed her decision to keep the library open despite Town Hall being closed. Many factors were considered, including the ability to space, staffing availability, having a different service model, other libraries remaining open, etc. The Trustees concurred with the Director's decision to remain open at this time.

Unfinished Business

Approval of Meeting Minutes from Dec. 14, 2021 Meeting

- Completed, see vote summary.

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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:

Budget & Finance

Upcoming Library Dept. Budget Meeting with the Finance Committee

- This will be on Zoom on Saturday, January 29, at 8:30 am

Report on Meeting with Town IT Dept.

- Jeff Pike and Vanessa met with Mike and Perry from Town IT Dept. to discuss what library technology management they could reasonably help with going forward, such as helping with internet, wireless, firewall, etc.
- Mike C. said that if we are just going to send him MVLC computer specs for purchasing, he said he'd talk to Mark Haddad about us having our own budget in the future for computers in library operating, rather than having him purchase for us.

Other Budget Updates

- None

Building & Equipment

CPC Skylight Project Update

- John Brooks and team re-installed the historic interior skylight glass panel following restoration. The feedback on how it looks has been very positive.
- The bill was received for \$2,250, well below the \$3,000 CPC grant.
- John said he could give a quote to us for installing a channel up to the exterior skylight to reflect more light into the foyer.

Other Building Updates

- The quote for replacing the damaged women's bathroom door came in at just under \$2,000. They seem confident they can match the stain.

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Policy, Personnel, & Planning

FY2023 Holidays & Special Closings

- Reviewed proposed holidays and special closings and approved by unanimous vote
- Library may have to close on a couple Sunday holiday (Easter, Mother's Day) if there is not enough staff available and willing to work those days.

Staffing Updates

- We have been incredibly fortunate; we are only aware of one positive case on staff during the entire pandemic.
- A few staff have been out as directed by town protocols, but so far lucky and able to staff library hours.
- Will need to post the Shelver position soon, within the next few weeks.

Other PPP Updates:

- Select Board now requiring booster shots of all town employees by March 15.

Other Reports:

GPL Endowment:

- Connie Keeran's official resignation letter shared.
- Meeting next week with John & Mike specifically about her role as administrator/chair.
- Many generous donations this year to the Endowment.
- Trustee Liaison Jane Allen will continue to serve on the Endowment, but Dave will also attend meetings in case Jane cannot attend.

- The Trustees thanked Jane for her incredible contribution to both the town and the library.

Art Committee

- New exhibition from photographer Tina Jost who takes beautiful pictures of Lost Lake.

Social Media Report & Other News:

- Social media, community feedback: Kanopy has received excellent feedback,
- Other News: Article Jane shared from Boston Globe about unfair practices of ebook publishers to libraries going to Mass. legislature

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Other Business

- Town Clerk notice that Mark Gerath's and Nancy Wilder's terms are up this spring.

Library Director:

- Director's Report as submitted
- Other Updates:
 - o Technology Planning
 - Meeting weekly with Jeff, getting a lot support from MVLC.
 - o MVLC Mobile App
 - o US Newsstand new database coming soon
 - o Valentine's Day concert on Sat. Feb. 12 with Groton Neighbors
 - o Groton Reads & Eats coming in March. Most programming will be virtual.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

- Spring Town Meeting set for Sat. April 30
- Library Budget meeting with the Finance Committee - 1/29/22 at 8:30 am
- Next Trustees meeting 2/8/22 at 7 pm via Zoom.

Move to close and adjourn public meeting and to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel.

Adjournment at 8:13 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary