

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

Tuesday, March 8, 2022 at 7 pm, Library Community Room

Approved, 4/12/2022

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

Absent: David Zeiler

### **Call to Order:**

Jane Allen, Vice-Chair, called the meeting to order at 7:03 pm.

### **Vote Summary**

- The Trustees voted to approve the February 8, 2022 minutes as submitted. Kristen moved to approve and Mark seconded. The minutes were approved unanimously.
- Mark made a motion to approve up to \$27,000 from LIG-MEG to fund the purchase of three new self-checkout machines. Kristen seconded this. The vote was approved unanimously.
- Kristen made a motion to approve the request to the Endowment Board for up to \$2,800 to support Carrie Bolton's proposal to take the Emily Post Children's Etiquette Train the Trainer course. Mark seconded and the vote was approved unanimously.
- Kristen made a motion to adjourn at 8:43 pm and Mark seconded. The motion passed unanimously.

### **Action Items**

- Vanessa to request another skylight shaft quote.

### **New Business**

#### **Special Facility Use Request**

- Discussed a special request to use the library building for an after-hours gathering for a personal event in the future. Trustees were in support of the request.

### **Unfinished Business**

#### **Approval of Meeting Minutes from Feb. 8 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**

#### **FY2023 Budget Updates**

- There is a public hearing on the Spring Town Meeting Warrant on Monday 3/14/22 at 7:15 pm at Town Hall. There are four library capital projects slated for next year. Vanessa and Mark will attend to answer any questions that may be raised.

#### **Other Budget Updates**

- The Library Union contract has been ratified. No significant changes were made.

### **Building & Equipment**

#### **CPC Historic Skylight Restoration Update**

- Dave attended the CPC meeting last Monday and showed the before and after pictures of the skylight restoration. The grant work is complete and can now be closed.

#### **Three New Self-Checkout Machines Funding Request**

- The current Self-Checkout Machines are 10 years old. 3M has been maintaining the machines with an annual service contract since that time. Vanessa reports the library has been pleased with their service, but given their age, she is investigating new machines.
- Vanessa requested Jeff obtain three quotes for new Self-Checkout Machines.
- The group discussed whether this technology would be obsolete in a few years, but the consensus was that machines will continue to be well utilized.
- Vanessa will continue to work on investigating the options.

#### **Other Building Updates**

- The Town has received the Green Grant to work on upgrading the lights at the library.
- Tom Delaney said the parking lot replacement is on track to be completed this spring.
- Discussed building a skylight shaft to increase the light reflected into the library below. Vanessa to request another quote for this work.

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

#### **New Program Proposal**

- Carrie Bolton has been working here for four years as Children's Library Assistant, part-time, 15 hours per week. She started the popular Cursive Club and the Comics Club and has been so successful with the Book Worms book discussion group for 4<sup>th</sup> and 5<sup>th</sup> graders, that they are staying on for the newly created Book Worms MASTERS discussion group for 6<sup>th</sup> and 7<sup>th</sup>s graders Carrie is proposing to take the Emily Post Institute Train the Trainer Children's Etiquette course in order to run a Children's Etiquette Series for 12 weeks next

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year and subsequent years after that. The Endowment Committee has already approved the funding for the training, but the Library Trustees must approve the request.

- Trustees discussed their support of Carrie and this training program, as long as her hours and duties can be managed.

### Shelver Update

- 18 applications were received and the first interview was scheduled for today. Vanessa and Nicole plan to interview two more candidates next week.

### Other PPP & Staffing Updates:

- A Harvard Library Trustee stopped by the library and asked our staff tuition reimbursement policy. (The Endowment has generously provided some financial support for four full-time staff with their coursework towards library degrees in the past two decades.) Vanessa will provide her information and well as Kristen's to the Trustee.

### **Other Reports:**

#### GPL Endowment:

- Jane attended the recent meeting on March 7. John Konetzny raised the issue that many parents of toddlers have never attended the library and asked about outreaching with several of the day care providers in town. Trustees discussed how to market some of the programming that the library does to young families.

#### Art Committee

- A new art exhibit is going up.

#### Social Media Report & Other News:

- Social media: There were good reviews on Facebook for Tina Franziska Jost's art exhibit.

#### Destination Groton

- Vanessa forwarded an email regarding this committee to all the Trustees.

### **Other Business**

- A complaint was made about the use of temporary signs used in the front of the library. Vanessa discussed this with the Building Commissioner.
- The banner for Groton Reads will go across Main Street next week and is up in front of the library.
- An email came in to the Town Clerk, requesting to collect medical supplies for the war in Ukraine. Mike Bouchard reached out to the library, but our library policy is to not do public collections (except for the grandfathered Loaves & Fishes.) Given this policy and

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the concerns about the items (such as medications) that may be dropped off, the Trustees upheld the policy.

- Trustees discussed the option of giving a library patron who is walking home from the library (on the streets, at night) a reflective vest. Mark has a vest that he can donate if the patron is interested.

### **Library Director:**

#### Updates to Director's Report:

- The Legislative Breakfast is scheduled for next Friday at the Littleton Library. Vanessa will attend; Kristen and Mark might also be able to attend.
- Groton Reads and Eats runs all March. Lots of great events, all listed on our online calendar.
- Vanessa had talked to Mike Chiasson about the computer budget and whether ordering computers in a different way should change the process. Mark Haddad wants to keep the process as it is because it has been working so well for over 10 years now.
- Groton Reads and Gardens is the plan for next year, in celebration of the 100<sup>th</sup> Anniversary of the Groton Garden Club
- Children's room is very busy. Circulation numbers keep increasing. It's been wonderful, especially after the quieter weeks during the Omicron surge.

Review of Action Items from Current Meeting – see above

#### Review Upcoming Meetings & Events:

- Finance Committee Meeting March 14, 2022 at 7:15 pm.
- Legislative Breakfast March 18, 2022 at 7:30 am.
- Next Trustees meeting April 12, 2022
- Town Meeting April 30, 2022

Adjournment at 8:43 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary