

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, May 10, 2022 at 7 pm, Library Community Room

Approved, 6/14/2022

Attending in Person: Trustees Jane Allen, Kate Bettencourt, Mark Gerath, Kristen von Campe, and David Zeiler and Library Director Vanessa Abraham.

Absent: Nancy Wilder

Call to Order:

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

Vote Summary

- The Trustees voted to approve the April 12, 2022 minutes as submitted. Kristen moved to approve and Jane seconded. The vote was approved unanimously with two abstentions (Kristen, Mark).
- Kristen made a motion to expend up to \$7k for the channel skylight project to come from State Aid/LIG/MEG. Jane seconded the motion and it was approved unanimously.
- Kristen made a motion to sign the contract for the Emily Post Etiquette training. Jane seconded the motion and it was approved unanimously.
- Kristen made a motion to accept the GPL Endowment trust grant request as presented. Jane seconded and the motion was approved unanimously.
- Mark made a motion to adjourn at 8:24 pm and Kristen seconded. The motion passed unanimously.

Action Items

- Vanessa to create a doodle poll to determine when the best possible date would be for Trustees to attend staff appreciation day.
- The Policy, Personnel, and Planning committee to meet and review policy for book challenges.
- Jane to investigate the library property lines.

New Business

Report on Spring Town Meeting

- Kristen, Mark, Dave, and Vanessa attended. The library budget passed with no issue.

Unfinished Business

Approval of Meeting Minutes from April 12 Meeting

- Completed, see vote summary.

Report on Action Items from Previous Meetings

- All action items reviewed.
- PPP was unable to meet to discuss the book challenge policy; this will remain as an action item.

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Review Trustees' Calendar for Current Month

- All calendar items reviewed.

Standing Committee & Liaison Reports:

Budget & Finance

FY2023 Voted Budgets

- Reviewed the updated voted Town Budgets for the Library for FY2023, as well as the voted Robbins Funding for Books and Materials.
- With the full library budget voted for FY2023, that means:
 - o Sunday hours 1-5 pm, Sept-May
 - o Annual maintenance contract with Greenwood for the roofing system
 - o Four library capital projects

Reviewed FY2022 Third Quarter Budget Reports

- The operating budget looks good, even with the HVAC repair and the laptops purchased.
- At 76% right now with several building maintenance projects still to occur this FY.

Other Budget Updates

- Vanessa started and posted the FY23 list of funding sources with voted amounts.

Building & Equipment

Skylight Channel Project

- Received several quotes and have one reliable contractor offering a \$6k quote. Trustees discussed how this project is in line with the library's historical conservation projects. Discussed how this money should be drawn from the LIG/MEG fund. Also explored the benefit of adding a strip of LED light.

Other Building Updates

- Skylight Leak
 - o The manufactured product is still under warranty, but not the installation. They are sending a new skylight top.
- Parking Lot
 - o Should be starting soon. The parking lot will take about six days, but not all in a row.
 - o Vanessa has been in touch with several entities to discuss alternative parking options while the parking lot is unavailable.

Policy, Personnel, & Planning

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Etiquette Contract Update

- The contract has been updated so that GPL becomes the licensee and Carrie is the individual that completes the program. She would then be able to transfer it to another staff member (who would have to complete ½ day of coursework for \$500).
- It will cost \$2,800 for Carrie to complete the program and she will likely begin coursework in September. She will find the time to complete the coursework during slow times, so that her position will not need to be staffed while she is attending the program.

Other PPP Updates:

- Vanessa working with staff to determine how to staff Sunday hours and how many staff members we will need to hire to cover these hours.
- Trustees discussed how staff are doing a great job creating community with patrons coming into the library.

Other Reports:

FY2023 Endowment Grant Request

- Reviewed and voted on the grant request.
- Other Endowment Updates – none.

Art Committee

- New Art Exhibit from Groton Dunstable High School art students.

Social Media Report & Other News:

- Program information is being well disseminated on social media.

Show & Tell

- Vanessa brought in a new library material formats GPL has been acquiring:
 - o Vox/Wonderbooks
 - o BingeBoxes
- Nancy Dumont creating “Guest Reader” kits for anyone asked to do a read aloud for a school classroom.
- Early Literacy Calendars are being offered to patrons, with a different literacy focused idea for each day.

Other Business

- Discussed the passing of a long-time library patron.

Library Director:

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- Technology transitions are moving along. The new computers have been shipped to MVLC. The L drive is moving into the cloud on Monday.

Review of Action Items from Current Meeting – see above

Adjournment at 8:24 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary