

Groton Public Library Board of Trustees Meeting Minutes

Tuesday, June 14, 2022 at 7 pm, Library Community Room

Approved, 7/12/2022

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

Call to Order:

David Zeiler, Chair, called the meeting to order at 7:04 pm.

Vote Summary

- Kristen made a motion to elect Mark Gerath as Chair, Kate Bettencourt as Vice-Chair, and Jane Allen as Secretary for fiscal year 2023. Nancy seconded and the vote was approved unanimously.
- Kristen made a motion to appoint Jane and Dave to the Building and Equipment committee, Mark and Nancy to the Budget and Finance Committee, and Kristen and Kate to Policy, Personnel, and Planning Committee. Mark seconded and the vote was approved unanimously.
- The Trustees voted to approve the May 10, 2022 minutes as amended. Jane moved to approve and Kristen seconded. The vote was approved unanimously with one abstention (Nancy).
- Kristen made a motion to replenish the Director's Discretionary Fund for \$650 from the Gift Fund for FY23. Jane seconded and the vote was approved unanimously.
- Kristen made a motion to expend \$600 for plant care from State Aid. Jane seconded and the vote was approved unanimously.
- Kristen made a motion to approve the new 2023 holiday schedule to include Juneteenth. Jane seconded and the vote was approved unanimously.
- Kristen made a motion to adjourn at 8:40 pm and Jane seconded. The motion passed unanimously.

Action Items

- PPP to review library policies during the summer months.
- Trustees will review the Materials Policy, Request for Reconsideration form, procedures, and supplemental documents for the next meeting.
- Vanessa to follow through with the Veridian project.
- Vanessa to update the chair information and signatures.

New Business

Election of Election of Officers and Committee Members for the Upcoming Year:

- Chair: Mark Gerath
- Vice-Chair: Kate Bettencourt
- Secretary: Jane Allen
- Standing Committee Changes: No changes
- Liaison Changes: No changes.

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Report on Staff Appreciation

- Staff and trustees really enjoyed spending time together over lunch. The flowers and cards were well received.

Unfinished Business

Approval of Meeting Minutes from May 10 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.

Standing Committee & Liaison Reports:

Budget & Finance

Fiscal Year End Budget Updates

- FY22 General Expenses Budget versus actual YTD was reviewed.
- 20k left on General Expenses. Budget looking good and healthy for closing out the fiscal year. Unexpended wages will be returned to the town.

FY2022 DDF Report and Related FY23 Gift / State Aid Requests

- The Director's Discretionary Fund Annual Report was reviewed
- Request for \$650 from Gift for FY23 DDF discussed.
- Request for \$600 from State Aid for FY23 Plant Care discussed.

Other Budget Updates

- none

Building & Equipment

Library Property Line

- Jane pulled the library plot plan to help answer the question of whose property the debris is on, between the neighbor's property and the library parking lot. Trustees viewed the property and discussed possibilities to clean up the area.

Other Building Updates

- The parking lot project has yet to begin and there are no updates from DPW or the contractor.

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- The recent quotes the Town received for upgrading all the lighting at the library with awarded Green Grant funds exceeded the \$50,000 threshold, so they will need to do the full specifications and process for sealed public bids.
- Faulty skylight still waiting for the new cover from the manufacturer.

Policy, Personnel, & Planning

Report on Materials Selection & Reconsideration Policy Meeting

- Kristen, Kate, and Vanessa met on June 2 to discuss potential updates to the Materials Policy, Request for Reconsideration form, procedures, and supplemental documents.
- Vanessa sent out some materials for PPP's consideration. Discussed changes and Vanessa assembled some revised documents for the Trustees to review.

Approve Revised FY23 Library Holiday Schedule with Juneteenth

- The Town has added Juneteenth as an official holiday, so the FY23 Holidays and Special Closings for the Library will be updated to include this holiday.

Other PPP Updates:

- Sunday PT Jobs Posted for Circulation Assistants and Reference Librarians.

Other Reports:

GPL Endowment

- Met on May 23 and approved grant request for FY23, and reviewed financials.
- Continuing to work with Connie Keeran and Dave Riggert to transfer accounts, responsibilities, instruction, and support to the Library Director and new Endowment Board Members. The majority of the transfer of signatures are completed. The idea of reoccurring monthly donations was discussed.

Art Committee

- Art Exhibit from Groton Dunstable High School art students coming down and a new exhibit will be going up celebrating Martha Oldham.

Social Media Report & Other News:

- Good publicity online for a week-long comic camp this summer.

Show & Tell

- Vanessa brought in the new Summer Reading Program brochures.
- Vanessa shared about library Juneteenth events.

Other Business

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- Veridian Software offered GPL the opportunity to participate in a pilot project to host smaller library and historical society's newspaper archives online at much reduced expense (and with much less customization.)
- Susanne Olson and Vanessa are excited about the possibility of working with one of the best companies serving libraries and historical societies in hosting online digital newspaper archives, Veridian, and asked for the Trustees support of this project and the future estimated cost next year of \$4,800, from State Aid.

Library Director:

- Library Updates Reviewed.
- Town Updates:
 - Vanessa shared the update on the engineering consulting work for Broadmeadow Road and to expect an invitation to attend their findings at a community presentation, likely around mid-August.
 - January tax bill for Groton households will be much higher as the first year of the Florence Roche project hits.
 - Discussed Sunday hours.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

Trustees Meetings: 2nd Tuesday at 7 pm (July 12, August 9, September 13)

Groton Fest will be the last Saturday in September.

Adjournment at 8:40 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary