

**Groton Public Library Board of Trustees Meeting Minute**  
Tuesday, July 12, 2022, at 7 pm, Library Community Room  
Approved, 8/9/2022

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

Absent: Jane Allen, Kate Bettencourt

**Call to Order:**

Mark Gerath, Chair, called the meeting to order at 7:03pm.

**Vote Summary**

- The June meeting minutes were approved unanimously.
- The additions to the Materials Selection and Reconsideration Policy were approved unanimously.
- Meeting to adjourn at 8:34PM was approved unanimously.

**Action Items**

- Kristen to look into adding signage on rail trail to point to the library.
- All Trustees to bring 2023 goals ideas to August meeting.
- PPP to review policy manual.
- Vanessa to write annual self-evaluation by July 31.
- Nancy to send out Director Evaluation information to all Trustees.

**New Business**

**Review FY2022 Trustees Goals & Discuss Goals for FY2023**

The Trustees agreed that they successfully advocated for the budget and along with the Library Staff, worked on the inclusion goal. The Long Range Plan was put on hold during the pandemic, Sibley Hall modifications were not addressed, and making the library more accessible to pedestrians and cyclists is ongoing.

The Trustees agreed to keep the three goals that were not adequately addressed last year (due to higher priority projects) and to come to the August meeting with ideas for other goals for this fiscal year.

**Juneteenth Flag Request**

The diversity task force as part of the Juneteenth celebration made a last minute request to hang a Juneteenth flag on the library flag pole. The library flag pole has always been used to hang the American flag, so a compromise was reached to hang the flag in the library as part of the Juneteenth celebration. In future years, the Trustees agreed to allow the DTF to post a Juneteenth flag in the ground temporarily at the front of the library, as they did along Main St. this year, but to keep the flag pole for the American flag only.

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**Unfinished Business**

Approval of Meeting Minutes from June 14 Meeting

- Kristen von Campe moved and Nancy Wilder seconded to approve the June meeting minutes as presented. Passed unanimously.

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 v. Actual YTD was reviewed. The year should close out neatly. The GPL is on track to return \$40-50K in Wages to the Town, as funding for summer, Sunday, and two part-time positions were removed from the library budget and not restored until Fall Town Meeting.
- Vanessa is working on Staffing Sunday hours starting in the fall and is receiving resumes.

Other Budget Updates

- Materials expenditure requirement of 16% met
- Vanessa worked to include additional items as per their specifications.

**Building & Equipment**

Capital Asset List for Town

- The Capital Planning Advisory Committee has taken on the large project of creating an inventory of all Town Capital Assets. How the Library's assets and which assets fall into this project is still not completely clear, but the Director's updated list provided to the Town Manager was declared "perfect."

Other Building Updates

- Parking lot. The DPW is working with the Contractor to schedule this work. Tentatively scheduled right now to begin work on 7/16. It is expected to disrupt parking, deliveries, and access to the book returns for approximately 1 week.

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- Landscaping. Babin did a full cleanup with tree and shrub pruning and a few shrubs are yet to be replaced. The mulch is organic. There is more work to do in the corner of the parking lot area where bittersweet and debris is taking over. The decision was made to wait to address until after the parking lot is done and DPW has completed its work.
- Valve replacement. This is for the fire suppression system in the boiler area. It will need to be replaced in the next five years and will cost approximately \$5000. The Trustees will work with Vanessa to plan for this replacement in the next year or two.
- Maintenance contract was just signed with Greenwood.

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

#### Review & Discuss Recommended Additions to Materials Selection & Reconsideration Policy

- Nancy Wilder moved and Dave Zeiler seconded to accept the recommended additions to above. Unanimously approved.

#### Appoint Library Director Evaluation Subcommittee

- The Town has added Juneteenth as an official holiday, so the FY23 Holidays and Special Closings for the Library needs to include this holiday. The revised FY23 schedule was adopted.
- LD Evaluation Subcommittee will consist of Kate and Kristen with the Chair (Mark) available as a bonus member.
- Nancy will send to all Trustees relevant materials.

#### Other PPP Updates:

- Vanessa updated the Trustees on hiring two Sunday Reference Librarians and plans for interviewing and hiring needed Sunday Circulation Assistants.
- Vanessa shared additional staff news and updates.

### **Other Reports:**

#### GPL Endowment

- New Endowment Clerk was hired; first time this new position has been filled. The Library was lucky that she already works here as a Shelver.
- Year-End Rollover for new Treasurer
- Connie Keeran is graciously assisting the Endowment Trustees and Administration with the year-end transition as she prepares to leave Groton.
- Karen Spinelli was hired again as Endowment Accountant
- The next meeting was scheduled for July 18, but will be rescheduled to August

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- Beth Dalal has agreed to continue as Coordinator for leading Life Long Learning and Groton Reads

### Art & Artifacts

- Art Exhibit of Martha Oldham paintings is on display all summer.
- Reviewed and Discussed Groton History Center's Emancipation Proclamation Contract. This was submitted to the Town Manager for his and Town's legal council's review.

### Social Media Report & Other News:

- No update

### Show & Tell

- Vanessa shared lots of FanFest photos. Fun was had by all and plans are in the works to make this a recurring event.

### **Other Business**

#### **Library Director:**

- Library Updates
- Summer reading is doing well.
- Town Updates:
- Groton Reads & Gardens Book Selection Committee – good sized committee will start work next week and choose a book by the end of August.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events: Next Trustees Meetings on Tuesdays at 7PM are: August 9, September 13 and October 11.

Kristen von Campe moved and Nancy Wilder seconded the motion to adjourn the meeting at 8:34PM. Passed unanimously.

Respectfully submitted,

Kristen von Campe, Secretary pro tem