

Groton Public Library Board of Trustees Meeting Minute
Tuesday, August 9, 2022, at 7 pm, Library Community Room
Approved, 9/13/2022

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

Absent: Dave Zeiler

Call to Order:

Mark Gerath, Chair, called the meeting to order at 7:00 pm.

Vote Summary

- Kristen moved to accept the FY2023 Trustee goals as presented. Nancy seconded and the vote was passed unanimously.
- The Trustees voted to approve the July 12, 2022 minutes as amended. Kristen moved to approve and Nancy seconded. The vote was approved unanimously with one abstention (Kate).
- Kristen moved to expend up to \$2,700 from State Aid for the metadata extraction from Greenstone. Nancy seconded this and the vote was approved unanimously.
- Kristen moved to adjourn at 8:21 pm and Nancy seconded. The motion passed unanimously.

Action Items

- PPP to finalize edits and to determine whether a pandemic policy should be added to the manual.
- Vanessa will research the options for a designated signer for bills.
- Vanessa will ask Mark Haddad about a potential conflict of interest with different boards in the town for a person interested in the Trustee vacancy.
- Kristen and Nancy to plan for Jane's Celebration of Life.

New Business

Honoring Jane Allen

- Trustees are working with Jane Allen's daughter to plan a service at the library for Jane on September 4th. Discussed how Trustees can bake and provide some finger foods for the event. Agreed to meet the day beforehand to set up the space and AV items. Kristen and Nancy will be the point people for this event.
- Vanessa raised the idea of having a list of Jane's favorite books for any interested parties.
- Discussed adding a tribute to Jane in the library's quarterly newsletter and the annual Endowment newsletter as Jane was an Endowment Trustee.

Trustees Goals for FY2023

- Advocate for the FY2023-24 budgets that meet the needs of the community and the library, including returning to full staffing, hours and usage.
- Support the community in fostering diversity and inclusion.

Groton Public Library Board of Trustees Meeting Minute

Tuesday, August 9, 2022, at 7 pm, Library Community Room

Approved, 9/13/2022

- Research options to improve Sibley Hall including better audio-visual systems - begin planning and consider funding options.
- In cooperation with other community efforts, work to increase pedestrian and bicycle traffic to the library.
- Complete the long-range planning process consistent with the state's five year requirements.

Unfinished Business

Approval of Meeting Minutes from July 12, 2022 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

Digital Library Extraction Project & Funding

- Vanessa reported that Veridian can extract information about the town diaries from Greenstone into a usable form. Vanessa requested to pay \$2,500 out of State Aid to fund this.
- Kristen moved to expend up to \$2,700 from State Aid for the metadata extraction from Greenstone. Nancy seconded this and the vote was approved unanimously.

Fiscal Year End Budget Updates

- Vanessa will send this final report as soon as she has the completed reconciled FY2022 budget report.

Budget Updates

- Town Department Heads meeting on Thursday. Vanessa will send out any important updates.

Building & Equipment

Library Lighting Green Grant Awarded

- RISE Engineering was awarded the project for \$66,015.

Building Updates

Groton Public Library Board of Trustees Meeting Minute

Tuesday, August 9, 2022, at 7 pm, Library Community Room

Approved, 9/13/2022

- The meeting about Broadmeadow road will be held in late September and someone from the library will be present to learn more about the project.
- The parking lot project is underway and should be completed by Friday. Staff has worked hard to advertise that the library is still open during this time.
- The HVAC system in the historical room needs a new blower motor, and will cost \$5,290. This is no longer under warranty, but only 7 years old.
- Vanessa continues to work with Town Hall IT to get Verizon landline working.

Policy, Personnel, & Planning

Review Trustee Vacancy Policy and Procedures

- With Jane's passing, there is a Trustee vacancy. Discussed posting the opening in September (after the celebration of Jane's life), with the plan to hold interviews in October.

Library Director Evaluation Subcommittee

- Vanessa has submitted her self-evaluation.
- Kristen and Kate will work to conduct the evaluation process with Trustees and staff.

Hiring & PPP Updates:

- Kristen and Kate reviewed the Policy Manual and found a few minor edits.
- Two Sunday Reference Librarians were recently hired and will start on Thursday.
- Staff Updates reviewed.

Other Reports:

GPL Endowment

- Vanessa will attend the final meeting with outgoing Trustee Connie Keeran, with the Endowment's Accountant and Endowment Assistant on August 10, which will be focused on cleaning up final QuickBooks questions for FY22.
- Discussed the option of Dave Zeiler replacing Jane Allen as Endowment Trustee Liaison; agreed to review this at the next Trustee meeting.
- The next meeting for the Endowment board is on August 22.

Art & Artifacts

- Reviewed the Town Counsel response to Groton History Center's contract.

Social Media Report & Other News:

- Library Staff Lauren and Lizzy were pictured on the cover of the Groton Herald in their costumes during FanFest on June 24 as they waved to people on Main Street.

Groton Reads & Gardens Book Selection Committee

Groton Public Library Board of Trustees Meeting Minute
Tuesday, August 9, 2022, at 7 pm, Library Community Room
Approved, 9/13/2022

- The Committee has been working hard to whittle down the list of books to a smaller selection.
- The next meetings are scheduled for August 16th and 30th.

Other Business

- The library continues to be busy and the numbers are up. Summer Reading is doing well. The Trustees agreed it is wonderful to see the number of people coming into the library now.
- Discussed the pros and cons of having a full quorum of Trustees come in person to sign the bills every other Tuesday. Explored other options and the current constraints.
- Discussed option of allowing the chair to sign for the bills, with Trustees having the opportunity to review the bills at the next meeting. Vanessa will learn more about the options for the next meeting.

Library Director:

- Library Updates reviewed.
- Town Updates reviewed.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

Trustees Meetings: 7 pm September 13, October 11, November 8

Fall Town Meeting Saturday October 22 at 9 am

Grotonfest: Saturday September 24

Adjournment at 8:21 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary pro tem