

Groton Public Library Board of Trustees Meeting Minutes
Tuesday, September 13, 2022, at 7 pm, Library Community Room
Approved, 10/11/2022

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 7:02 pm.

Vote Summary

- The August meeting minutes were approved 4-0-1 with one abstention (David)
- Kristen made a motion to appoint Mark Gerath as signatory for bills and Nancy Wilder as second signatory for the Board of Trustees on all library bills and expense warrants. Kate seconded the motion and it was approved unanimously, 5-0.
- Kristen made a motion to appoint David Zeiler as Trustee on the Endowment Board. Kate seconded the motion and it was approved unanimously, 5-0.
- Kristen made a motion to re-appoint Sam Morrow to the Endowment Board for a term of four years beginning January 1, 2023 through December 31, 2026. Kate seconded and the motion passed unanimously, 5-0.
- Kristen made a motion to approve up to \$1,000 from State Aid to remove dead plantings and shrubbery in Katie's Garden. Kate seconded and the motion passed, 4-1 (Nancy)

Action Items

- M. Gerath will call M. Haddad regarding bill signing decision
- Vanessa will call T. Delaney re: parking lot line painting
- Vanessa to ask library staff to post Trustee vacancy on social media- Twitter, Instagram, Facebook
- Vanessa will ask Tom Delaney regarding library signage on the rail trail
- Kate to reply to emails from Trustee candidates and set up interview appointments

New Business

Jane Allen Celebration of Life

- The celebration went very well, the family was pleased, we had a great turn out and Jane was honored as she had wished.

Bill Signing Authority

- Discussion on memo from Mark Haddad about bill signing, as well as KP Law's instructions summarizing the Municipal Modernization Act sent by the Town Accountant.
- The Trustees decided to change current procedure of a quorum of 4 Trustees signing all bills and expense warrants and to empower one Trustee to serve as signatory on all bills,

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- expense warrants, and payroll warrants, with another appointed as backup signatory.
- Kristen moved voted to appoint Trustee Chair Mark Gerath will serve as principal signatory, with Budget & Finance Trustee Nancy Wilder serving as backup signatory and it was approved unanimously.
 - The Trustees would be informed of any unusual or large bills and receive a scanned cover of the expense warrant, with copies of the bills made available at the next board meeting.

Unfinished Business

Approval of Meeting Minutes from Aug. 9 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

Budget Updates

- November 1, Mark Haddad kicks off the FY2024 budget meetings for Town Dept. Heads.

Building & Equipment

- Long term capital planning – no projects scheduled for next year.
- Greenwood completed their first annual roof inspection, it went well, the roof is in great shape.
- The damaged bathroom door on the second floor has finally been replaced.

FY2024-29 Capital Planning

- Discuss FY2024-28 Capital projects requests, no changes from current except for anticipated price increases

Landscaping Improvements Katie's Garden

- There are several dead/dying plants in Katie's Garden. Babin sent over their landscape designer Valerie to draw up a plan to reinvigorate the garden. The plan and quote for work was discussed and it was decided that since there is a water ban, that it would be best to wait to do the project in the spring.
- By request, Valerie gave two options – the initial plan, then the modified plan using native plants only

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- Kristen moved to approve the expenditure of up to \$1,000 from State Aid for removal of the dead and dying plants this fall. Kate seconded, approved by a vote of 4 to 1.

Parking Lot Update, Final Work

- Lot replacement came in at \$38,327.98, \$6,672 under \$45,000 budget
- Painting and Signage Still Needed, Vanessa working with Tom Delaney on final completion using remaining project funds

Policy, Personnel, & Planning

Review Trustee Vacancy Policy and Procedures

- Posted in Groton Herald, library website, doors, and to Trustees, Town Manager, staff
- All Trustees reviewed their calendars and two evenings were selected for interviewing, Oct. 19 and Oct. 20.
- Kate would communicate these dates to interested candidates for scheduling interviews.

Library Director Evaluation

- Set meeting time, board meeting on Oct. 4, followed by 2 Trustees meeting with Vanessa later in the week.

Hiring & PPP Updates:

- Open Shelver Position
- Staff Updates

Other Reports:

GPL Endowment

- Appoint Dave Zeiler as Endowment Trustee, retroactive to August 2, 2022.
- Re-Appoint Sam Morrow as Endowment Trustee for 4-year term starting Jan. 1, 2023-
- Closing the books, working with accountant, goal to have draft financial review from accountant by Sept. 30 to share with the Endowment board for final approval.

Art & Artifacts

- No report

Social Media Report & Other News:

- No report

Grotonfest

- Discussed current plans and schedule

Other Business

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Library Director:

- Library Updates:
 - o Vanessa reported on a recent incident with a group of young people that unfortunately necessitated calling the police. She shared on the help and support from the School Resource Officer and how she has incorporated his recommendations into staff guidance on handling any behavior problems in the future.
 - o The Library opened Sunday hours for the first time since March 2020. Staff working the first day reported many patrons coming in and their happiness and appreciation for the library being open again on Sundays.
 - o Summer Reading programs were very successful yet again, with over 800 people participating. This was the first year using the new Beanstack software app, and we were all very pleased with how easy it was for patrons of all ages to use.
- Town Updates: Sharing on the Special Town Meeting the night before.
- Other Updates

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

Adjournment at 8:30pm – see vote summary.

Respectfully submitted,

Nancy Wilder, Secretary pro tem