

Groton Public Library Board of Trustees Meeting Minutes
Tuesday, October 11, 2022, at 7 pm, Library Community Room
Approved, 11/8/2022

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

Absent: David Zeiler

Call to Order:

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

Vote Summary

- Nancy made a motion to accept the bid from Niklaus Painting and Construction to paint and fix the columns, balustrades, and north side rails, to be paid from State Aid. Kristen seconded this and the vote passed unanimously.
- Nancy made a motion to close the library for a staff workshop on December 22, 2022, from 10-12. Kristen seconded this and the vote passed unanimously.
- The Trustees voted to approve the September 13, 2022 minutes as amended. Nancy moved to approve and Kristen seconded. The vote was approved unanimously.
- Nancy made a motion to adjourn at 8:08 and Kristen seconded. The vote passed unanimously.

Action Items

- Kristen to take the old list of questions for the trustee interviews and update them before next week.
- Vanessa to make an interview packet for all Trustees

New Business

Library Director Review

- Completed this week.

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:

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Budget & Finance

Budget Updates

- Review of Bills since Last Meeting. There was a large bill for Xeroxing color copies; usually it is around \$100, but this month it was over \$400. Vanessa will be discussing this with staff so future programming costs are appropriately funded by the Endowment.
- State Financial Report: met MAR and all certification requirements, including spending 16% on materials.
- Under PPP in the GPL Trustee drive, Mark created a new folder for salary history. This will be updated when the budget is approved.
- Mark also spoke with the town manager about Sunday hours and this was a positive discussion. Discussed factors affecting quick hiring and the large number of staff employed by the library.
- Vanessa reported that the number of Endowment donors have doubled since 2018.

Building & Equipment

FY2024-29 Capital Plan-

- Vanessa reported how she will be adding elevator modernization to our capital for FY2028, as the elevator will be 30 years old.
- The carpeting project quote has changed from 40k to 45k, given inflation.

Quote for Painting Front Columns & North Side Rail

- A quote for the painting and caulking the columns in the front of the library, as recommended by the Building Commissioner to complete before winter, and to re-paint the hand rails and the balustrades on the north side of the building. Quote was obtained for \$3,575 from Niklaus Painting and Construction.

Building & Equipment Updates:

- none

Policy, Personnel, & Planning

Review Trustee Vacancy Candidates, Questions, Interview

- Discussed the importance of different questions and ways to manage the time for the interviews.

Request to Close Library Thursday, Dec. 22, 10-12 for Staff Workshop

- Discussed, see vote summary.

Staff Member Request for More School Year Programming and Outreach Support

- YA/Teen Librarian Deb Dowson submitted a proposal for a six hour a week YA assistant

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during the school year, as the programming and numbers have increased. Discussed pros/cons of this request. Decided to revisit this when Dave is present. Vanessa has prepared a request for the Endowment for tomorrow night's meeting, pending approval by the trustees, and will float this to the committee.

Hiring & PPP Updates:

- Vanessa reported that she is done hiring now for open positions, all Sunday staff and shelveers have been hired and are being trained.

Other Reports:

GPL Endowment

- The Financial Review Draft from Accountant was received, so this will be finalized and taxes completed next month.
- Annual Meeting on Monday, October 17.
- Working on Newsletter

Art & Artifacts

- New show going up this week.

Social Media Report & Other News:

- none

Other Business

- Vanessa met with Mark Haddad and asked for updates on the Broadmeadow project.

Library Director:

- Library Updates
 - o Vanessa has put up small "Employee Only" signs in certain places in the library, to designate areas for the protection of staff and patron privacy
 - o RISE Engineering has ordered everything for the green grant lighting project and will start working shortly after everything arrives in December
- Other Updates
 - o none

Review of Action Items from Current Meeting – see above

Adjournment at 8:08 pm – see vote summary.

Respectfully submitted,
Kate Bettencourt, Secretary pro tem