

Groton Public Library Board of Trustees Virtual Meeting Minutes

Friday, November 18, 2022 at 9 am

Approved, 12/13/2022

Attending via Zoom: Helena Altsman, Kate Bettencourt, Mark Gerath, Kristen von Campe (arrived 9:15), Nancy Wilder, Dave Zeiler, and Library Director Vanessa Abraham.

Absent: none

Call to Order:

Mark Gerath, Chair, called the meeting to order at 9:02 am.

Vote Summary

- The Trustees voted to approve the FY 2024 library budget as presented. Dave moved to approve and Kate seconded. The budget was approved by roll call votes with 5 ayes, 0 nays, 1 abstention (Kristen).
- Trustees voted to adjourn at 9:23 am, moved by Kristen, seconded by Kate. Unanimous approval.

Action Items

- Vanessa to submit the approved library budget to the Town Manager.

New Business

- Review and discuss the FY 2024 library budget. Discussed proposed increases in general expenses and personnel contractual increases. Reviewed books and materials line item and hours flexibility as allowed by state certification guidelines.
- Voted budget, as stated above

Budget & Finance

- Mark Gerath shared about his discussion of the new young adult teen helper temporary position with Mark Haddad.

Policy, Personnel, & Planning

- PPP Kate and Kristen met with Vanessa on Monday to discuss possible metrics on the new temporary teen library assistant position.
- Reviewed the draft job description for the new Assistant Director position. Kristen and Kate provided feedback on the initial draft and several suggestions for improvement. They also discussed the Town Manager's initial feedback.
- Vanessa updated her draft with the feedback and submitted to the Town Manager and Human Resources for approval and to be graded for the appropriate salary range.

Building & Equipment

- All supplies for the green grant library lighting project have been received and work begins Monday at 6 am. It is expected to take 5-7 business days.
- Vanessa reported she asked RISE to make a few corrections on the spreadsheet re: occupancy sensors and dimmers, and that was quickly and willingly done.

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Adjournment 9.23 am – see vote summary.

Respectfully submitted,

David Zeiler, Secretary pro tem