

**Groton Public Library Board of Trustees Meeting Minutes**  
Tuesday, December 13, 2022, at 7 pm, Library Community Room  
Approved, 1/10/2023

**Attending in Person:** Trustees Helena Altsman, Kate Bettencourt, Mark Gerath, Nancy Wilder, David Zeiler and Library Director Vanessa Abraham

Absent: Kristen von Campe

**Call to Order:**

Mark Gerath, Chair, called the meeting to order at 7:01 pm.

**Vote Summary**

- Approval of October 8, 2022 Meeting Minutes as amended. Moved by Nancy, seconded by David. 4 ayes, 0 nays, 1 abstention (Helena).
- Approval of October 14, 2022 Meeting Minutes. Moved by Nancy, seconded by David. 4 ayes, 0 nays, 1 abstention (Helena).
- Approval of October 18, 2022 Meeting Minutes. Moved by Nancy, seconded by David. 5 ayes, 0 nays, 0 abstention.
- Adjourn. Moved by Nancy, seconded by David. 5 ayes, 0 nays, 0 abstention.

**Action Items**

- Reach out to PPP to review draft contract.
- January 9th Town Manager Presentation to Select Board, attend.
- David will continue to pursue the generator.

**New Business**

Committee Assignment for New Trustee

- Helena will serve on the Building and Equipment Committee, filling the present vacancy.

**Unfinished Business**

Approval of Meeting Minutes from November 8, 14, and 18, 2022 Meetings

- 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**

**Groton Public Library Board of Trustees Meeting Minutes**  
Tuesday, December 13, 2022, at 7 pm, Library Community Room  
Approved, 1/10/2023

Report on FY 2024 Budget Meeting with Town Manager and His Finance Team

- Review of budget recommendations in meeting with the Town Manager. Portions of the budget were discussed and recommended that those items be covered by State Aid. Next step is reviewing the Town Manager's final budget recommendation.
- Potential for trash to be handled by DPW, removing line item for Waste Management.

Review State Aid Summary Report

- Reviewed report to see past uses of State Aid.

Other Budget & Finance Updates

- Monthly budget reports now available electronically.
- Review of FTE History, which has remained constant over the last 10 years.

**Building & Equipment**

Lighting Project

- Lighting project is complete.

Other Building & Equipment Updates

- First step in generator discussion taken, possible path forward for a generator. Dave will continue to pursue.
- Updates to the building include painting, elevator updates, wiring and diaper changing stations installed.

**Policy, Personnel, & Planning**

Valentine's Day Cafe

- Trustees will bake for the Valentine's Day event.

Other PPP Updates:

- Staff Update: Director contract will be sent after the holiday. Jeff Pike will retire after 25 years in April.
- Improvement in youth behavior in the facility. Monitoring and knowing names of young patrons has proven to help improve the negative behavior.

**Other Reports:**

GPL Endowment:

- No update.

Art & Artifacts:

- New show on the second floor "Flower Power" will open in early January 2023.

**Groton Public Library Board of Trustees Meeting Minutes**  
Tuesday, December 13, 2022, at 7 pm, Library Community Room  
Approved, 1/10/2023

Social Media Report & Other News:

- No update.

**Other Business**

- No Other Business.

**Library Director:**

- Library Updates: Email of various updates included in Google Drive. Newsletter to be delivered next week including new winter reading for adults and other new programs.
- Strong numbers of circulation and website analytics.
- Patrons are now able to add Personal Pronouns to library record.
- Libby (OverDrive App) will require a PIN starting Jan. 4
- Bookmark Librarians Choice winners are printed.
  
- Town Updates: No updates at this time.
  
- Other Updates: No other updates.

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events

Adjournment at 8:20pm – see vote summary.

Respectfully submitted,  
Helena Altsman, Secretary pro tem