

## **Groton Public Library Board of Trustees Meeting Minutes**

Tuesday, November 9, 2021 at 7 pm, Community Room

Approved, 12/14/2021

**Attending:** Jane Allen, Kate Bettencourt, Mark Gerath, Kristen von Campe, Nancy Wilder (virtually), Dave Zeiler, and Library Director Vanessa Abraham.

Absent: none

### **Call to Order:**

Dave Zeiler, Chair, called the meeting to order at 7:02 pm.

### **Vote Summary**

- The Trustees voted to approve the October 12, 2021 minutes as submitted. Kristen moved to approve and Jane seconded. The minutes were approved by unanimous vote.
- The Trustees voted to approve the October 12, 2021 Executive Session minutes. Jane moved to approve the vote and Kristen seconded. The motion passed unanimously.
- Kristen made a motion to spend up to \$400 from the gift fund for the December staff workshop. Jane seconded and the motion passed unanimously.
- Kristen made a motion to approve the amended capital plan. Jane seconded and the motion passed unanimously.
- Kristen made a motion to adjourn at 8:47 pm and Jane seconded. The motion passed unanimously.

### **Action Items**

- Vanessa to contact GPL Endowment Board members to identify potential dates to interview vacancy candidates.
- Vanessa to contact the GPL Endowment Board vacancy candidates to determine what nights they would be available.
- Jane to ask for an Endowment applicant's resume.
- Kristen to research past Endowment candidate interview questions.
- Vanessa to get a quote for the bathroom door that was damaged.
- Vanessa to send out the budget and post the budget approval meeting for 11/19/21.

### **New Business**

- none

### **Unfinished Business**

#### **Approval of Meeting Minutes from October 12, 2021 Meeting**

- completed, see vote summary.

#### **Report on Action Items from Previous Meetings**

- All action items reviewed.

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### Review Trustees' Calendar for Current Month

- All calendar items reviewed.

### Standing Committee & Liaison Reports:

#### **Budget & Finance**

#### FY22 First Quarter Reports

- Financial reports reviewed.

#### FY 2023 Budget Guidelines & Draft Library Budget

- Reviewed and discussed budget guidelines from Town Manager and outlook for FY2023.
- Vanessa shared the projected changes for the FY2023 library budget and discussed future planning.
  - Thinking ahead for FY2024 and a staff member's retirement and the opportunity it presents to shift that position to better meet the needs of the library.
  - Further discussion ensued about managing technology in the library, including the possibility of leveraging our MVLC membership for more technology support and using MVLC cloud-based services to remove the need to keep and maintain a server in the library.
- Budget approval meeting scheduled for 11/19/21 at 7:30 am.

#### Budget Request for Staff Workshop

- Vanessa requested \$400 from Gift for the December 16 all staff workshop. Request approved, see vote summary.

#### Other Budget Updates

- none

#### Update from Trust Commissioners Meeting,

- Reviewed meeting minutes.

#### State Aid Updates

- State Certification Waiver withdrawn following Fall Town Meeting vote restoring the full library budget for FY22.

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### **Building & Equipment**

#### Green Grant Application for Lighting

- Report on Recent Town Green Grant Submission and Library Items
  - Grant decision might be made in February/March 2022.
- Report on Lighting Specifications and Meeting with RISE Engineer Frank Davey
  - Very detailed report provided to the library. Dave, Jane, Debbie Ladue and Vanessa felt very positive about the meeting. Dimmers and motion sensors can be put in many rooms. With the changes, the lights shouldn't buzz. Lights in the parking lot are also to be included.

#### FY2023-27 Library Capital Plan Updated

- Updated to Replace the Children's Room Emergency Exit Doors next year – completely rusted through the bottom of the door. And added HVAC roof top units in FY2027, as they will be at the last year of their life expectancy and because 2 of the 7 units were marked as good candidates for high efficiency replacement in a future green grant application.
- Discussed feedback from Town Manager on Capital Budgeting
- Capital Planning Committee did not ask to meet with the library

#### CPC Project Updates

- Skylight restoration should occur in the next two weeks.

#### Other Building Updates

- Vanessa reported on a recent incident where a bathroom door lock malfunctioned and trapped a patron inside. The Fire Department had to break the lock and damage the door in order to get inside. Vanessa will call to get a quote to replace the door.
- Parking lot replacement will be in the spring, according to DPW Director Tom Delaney.

### **Policy, Personnel, & Planning**

#### Library Assistant & Shelver Hiring Updates

- Children's Library Assistant Nancy Dumont applied internally for the 9 hours/week part-time Children's Library Assistant position and was "hired," bumping her regular weekly hours from 21 to 30.
- A newly hired Shelver (Caleb) applied internally for the part-time Library Assistant position in Circulation and was hired for that position. We were able to return to the recent pool of

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Shelver applicants to hire Barbara to be the new Shelver.

### Staffing/Hours

- Following the restoration of library wages to hire two needed library assistants and their successful hiring, regular Tuesday-Saturday hours are finally scheduled to resume January 1, 2022, including weeknights until 9 pm and Fridays until 6 pm. It will be the first time the library has been fully staffed and open regular year-round hours since March 2020.
- The library is fully staffed now, except for Sundays. Vanessa is still working to figure out this challenge following the Town's furlough of Sunday Staff from March 2020 to June 2021 and funding cuts for FY22 until Fall Town Meeting, as it would require hiring and training a few new fill-in staff members to replace those lost over the past 18 months, time to hire and train them, and then to open approximately 12 Sundays between February and May before closing Sundays for the summer. Library staff are very focused and motivated to provide excellent customer service, which helps with finding coverage, but working Sundays is optional.
- Library patrons have been missing Sunday hours but are thrilled with the full evening hours resuming in the new year.

### Other PPP Updates:

- none

### **Other Reports:**

### GPL Endowment:

- Report on Annual Meeting on October 18, 2021
  - With two board members leaving, there are now two positions available.
- Reviewed and Discussed Candidates for Endowment Board Vacancies
  - Three people have applied for the position. One does not live in Groton, but the Trust instrument was checked and there are no residency requirements.
  - Trustees agreed to interview all three candidates via zoom, with current Endowment Board representatives present
    - Vanessa will work on organizing a night to conduct the interviews (possible dates: 11/30, 12/2, 12/6, 12/7, 12/8, 12/9)

### Art Committee

- A new art exhibit of photographs by Edward Birch and Christopher Riemer is up.

### Social Media Report:

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- none

### **Other Business**

- none

### **Library Director:**

#### Director's Report Updates

- Vanessa provided a recommendation for Greenwood, the library's roofing company, to the New England Shirdi Sai Temple. Following the roof discussion, there was further discussion about visiting and future collaborative programming with the Temple and hopes to work with them for a future Groton Reads and Eats.
- Staff have decided on an award-winning children's book, "The Snowy Day" by Ezra Jack Keats, as the decoration theme for the Groton Conservation Trust's Winter Tree Stroll library tree at Bates

#### Library News & Updates

- none

#### Town News & Updates

- none

#### Programs & Service Updates

- none

#### Monthly Reports & Statistics

#### Other News & Updates

Review of Action Items from Current Meeting – see above

Review Upcoming Meetings & Events:

Adjournment at 8:47 pm – see vote summary.

Respectfully submitted,

Kate Bettencourt, Secretary