

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**
Wednesday, January 21, 2015
Groton Public Library
7:00 p.m., Director's Office

- I) Call to order: The meeting was called to order at by 7:03 p.m. by Susan Kietzman.

- II) Roll call: Betty Anne Reiter, Marie Shaw, Katherine Brighty, Willard Welch, Dr. C.J. Connolly, Pennie Fox, Susan Kietzman, Rosemary Duval-Arnould. Absent: Lenore White, Ranjna Bindra. Also present were representatives from the Circle of Friends: Richard Semeraro, Helen Rush and Joellen Anderson.

- III) Public Comments: None

- IV) Discussion with members of the Circle of Friends in attendance at tonight's meeting.
 - A) Richard Semeraro, Circle president, explained that the Circle of Friends is a 501(c)(3) charitable association. This means that people can make tax deductible contributions. There are approximately 150 dues paying members which results in a fund of \$2000 to \$3000 per year. These monies must be used for the benefit of the Groton Public Library. The Circle sponsors the annual edible book tea. They pay for museum passes, provide items the library budget cannot cover, and sponsor programs on Sunday afternoons at the Library. Although there are 150 members, the leadership team is quite small and looking to step down. Mr. Semeraro suggested that the Groton Library Board form a sub-committee of 3 people who would attend the Circle meetings and provide support. Helen Rush said that there has never been a survey of the membership to see how they see their participation in the Circle.
 - B) Betty Anne Reiter, Library Director, explained that the Library can use the Circle's 501(c)(3) status to apply for grants which are only available to non-profit groups on behalf of the Library. The Town of Groton has suggested that the Library do some fund raising to supplement the funds needed for the local history project which the Library is undertaking. Mrs. Reiter suggested that perhaps the Library Board and the Circle of Friends could form a committee to explore possibilities. Pennie Fox suggested that the fundraising be considered as a project with a project committee and specified goal. It was decided to hold a special meeting of the Circle of Friends at the end of February to elect new officers and to explore ways of raising the visibility of the group and participation in the group.

V) Communications:

- A) Marie Shaw sent a card to Jann Lezon on behalf of the Board congratulating her on her retirement after 29 years of service.

VI) Approval of minutes of the December 17, 2014 Special Meeting: A motion to approve the minutes was made by Dr. C.J. Connolly and seconded by Pennie Fox. The minutes were approved.

VII) Review of December statistics

- A) Circulation is slightly down, however, the use of the web page and social media continues to increase.
- B) Program attendance is strong with 80 programs offered in December.

VIII) Director's Report:

A) Budget

- i) The Library's proposed FY2016 budget was submitted to the Town Manager on January 14. The budget is a .5% increase over FY2015. 0% and -5% budget scenarios were also submitted. The Director will meet with the Town Manager on January 27.

FY 2016	\$1,696,532	PERSONNEL: \$1,461,823	OPERATING: \$234,708
FY 2015	\$1,687,602	PERSONNEL: \$1,454,229	OPERATING: \$233,373

B) Building Upgrades

- i) 10 security cameras were installed in public areas throughout the building. We are working on a "Video Security Camera Policy" which will require Board approval but are awaiting details about the retention capacity of the system and the location of the monitoring system.
- ii) A panic alarm button was mounted at the circulation desk; it is connected directly to the Town Police.
- iii) New carpet and tile was installed in Meeting Rooms 1 & 2.
- iv) A new fire alarm panel was installed at the front entrance of the Library.

C) The Way We Worked

- i) The Smithsonian exhibition run ended on December 21.

D) Personnel

- i) Jann Lezon, who worked as a Library Assistant at the Circulation Desk, retired on January 16 after 29 years of service.

IX) New Business: See above.

X) Old Business: None

XI) Adjournment: A motion to adjourn was made by Katherine Brighty and seconded by Dr. C.J. Connolly. The meeting was adjourned at 8:33 p.m.

Respectfully submitted by,

Rosemary Duval-Arnould
Secretary

DRAFT