

**GROTON PUBLIC LIBRARY  
LIBRARY BOARD MEETING**

Wednesday, February 15, 2017

Groton Public Library

7:00 p.m., Director's Office

- I. Call to order 7:01
- II. Roll call: Betty Anne Reiter, Katherine Brighty, Rosemary Duval-Arnould, Lenore White (by phone), Susan Kietzman, Pennie Fox, Marie Shaw, Laurel Butler. Excused: Ranjna Bindra.
- III. Public Comments: Prospective Board Member Clint Kennedy was introduced.
- IV. Communications
- V. Approval of minutes of the January 18, 2017 Library Board meeting. Spelling corrections were made. A motion to approve the minutes as amended was made by Pennie Fox and seconded by Katherine Brighty. Passed unanimously.
- VI. Review of January statistics. Board discussed possible causes for a drop in circulation statistics.
- VII. Director's Report
  - A. Library Activities
    - i. Library Director activities:
      - o Met with new purchasing agent to discuss changes in credit card usage.
      - o Presented FY2018 budget to Town Manager.
      - o Met with consultant handling the recruitment of new town manager.
      - o Continue to meet with Senior Center staff and group working on securing funding for a digital sign for the Library and Senior Center.
    - ii. The Library received the 1705 document recently purchased with special funding from the Town Council. The document has been taken to the Northeast Document Conservation Center (NEDCC) where it will be evaluated, repaired if necessary and a high-resolution image made for framing. Due to concerns about long-term damage from artificial lights, archival storage will be designed for the original.
    - iii. Two additional important documents were donated to the Library relating to the lease of Bluff Point properties by Governor John Winthrop to Thomas Mumford. The documents are dated 1726 and 1750 and are signed by the above and by Joshua Hempstead. These documents are also being evaluated by NEDCC.

- iv. Hosted the quarterly meeting of library directors from SECT to discuss areas of mutual concern including the effects of upcoming state budget cuts on public libraries.
- v. An all-staff meeting was held on January 19. Staff viewed a webinar from the American Library Association, How to Respond to a Security Incident in Your Library, followed by a discussion about security and other relevant topics.
- vi. The Library is an official Passport Acceptance Agency and began taking appointments on February 1.
- vii. The Library's technical services department spent a considerable amount of time in January working with our online catalog provider, SIRSI, and Waterford Public Library staff to prepare for an upgrade to the public catalog which was unveiled on February 1.
- viii. Renovation Project
  - o The construction is nearing completion. Wiring, data drops and flooring are nearly done. Doors for the local history room and tech lab have not yet arrived. The digital wallpaper has been ordered.
  - o A furniture list is being compiled and the bid will be prepared. Pfizer-donated furniture has been incorporated whenever possible.
  - o New media book drop has been delivered and is awaiting installation.

VIII. Director's New Business :

- A. Town Council Budget hearing is March 30 at 6 p.m. Public Hearing is March 29 at the Groton Senior Center at 7 p.m. Our attendance is encouraged.
- B. Public Advocacy: State Appropriations Committee will be considering the State Library budget on Tuesday, February 21. borrowIT CT is zero funded in FY 2018 and FY2019. We are expecting about \$27,000 this year. It would be good to send email to the Appropriations committee and to our local state representatives. Betty Anne Reiter will forward info to us. Without this funding residents would be restricted to use their own libraries.

IX. Old Business

- A. Discussion and final approval of policies and fees for the local history room. A motion to approve the Collection Management policy for the local history room was moved by Katherine Brighty and seconded by Pennie Fox. Unanimously approved.
- B. Approval of minor changes to Library inclement weather closing policy. Policy was expanded to be more specific about how program cancellations are handled. See draft policy. A motion to approve the policy as presented was made by Susan Kietzman and seconded by Lenore White. Approved unanimously.
- C. Change in fees for proctoring exams. Pennie Fox moved that we increase the fee to \$25 (currently \$5). Seconded by Susan Kietzman. Unanimously approved.
- D. Plans for March 22 celebration for grand opening of newly renovated areas. 5 p.m. in

the Library. Lenore will do flower arrangements. Theme: We are linked together Generations to Generations. Ask Junior friends to make red, white and blue chains. Ribbon cutting. Red White and blue color theme. Invitations- use historic postcards. Invite donors and elected representatives. Proclamation to be read by Mayor. Press release. Free pens- embossed with the Slogan "Looking Forward, Giving Back". Joe de la Cruz will make the time capsule. Keepsake Bookmark. Circle of Friends will do food and contribute \$200 to refreshments budget.

- X. Next Board meeting is March 15, 2017. Susan will chair the meeting due to Marie's excused absence. Rosemary will take notes due to Laurel's excused absence. Edible books festival is Sunday, April 2.
- XI. Adjournment: A motion to adjourn at 8:40 p.m. was made by Rosemary Duval-Arnould and seconded by Pennie Fox. Unanimously approved.

DRAFT