

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**

Wednesday, March 18, 2015

Groton Public Library

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

- I) Call to order: The meeting was called to order at 7:00 p.m. by Marie Shaw.
- II) Roll call: Marie Shaw, Pennie Fox, Dr. CJ Connolly, Rosemary Duval-Arnould, Ranjna Bindra, Katherine Brighty, Lenore White, Betty Anne Reiter. Excused: Susan Kietzman
- III) Public Comments: None
- IV) Communications: Marie Shaw read the letter that the board had written in support of Betty Anne Reiter 's nomination for the CT Librarian of the Year. The Board was pleased to congratulate Betty Anne on her winning of this prestigious award.
- V) Approval of minutes of the February 18, 2015 meeting: A motion to approve the minutes was made by Dr. CJ Connolly and seconded by Katherine Brighty. The minutes were approved.
- VI) Review of February statistics: The number of library visits increased from February 2014 to February 2015. However, the total circulation numbers were down .A proposal was made to look at new ways to capture statistics that will represent more accurately how the library is being used.
- VII) Director's Report
 - A) **Looking Forward, Giving Back**
 - i) Town Council members were informed about the fundraising plans at their 3/10 meeting. Pennie Fox developed an excellent document defining the project.
 - ii) Two grants are in the process of being submitted. The draft of the logo design will be available by March 31.
 - (1) The Edward and Mary Lord Foundation grant application will be submitted by the Circle of Friends on behalf of the Library. It is a request for \$20,000 for general support of the local history/computer lab projects.
 - (2) Pfizer Community Grants Program application is due on March 31. This grant has been submitted and approved by the Town Council. The grant requests \$25,000 which will cover the costs of furnishings outlined in the architectural plans for the local history room and computer lab.

B) Personnel

- i) Library managers worked with the GMEA Union and Human Resources Department to update job descriptions and reclassify some positions. The changes were presented to the Town Council on 3/10 and received approval.
- ii) We are in the process of recruiting a Library Assistant and Library Aides due to resignations.

C) Budget

- i) The budget request is about a .6% decrease. The decrease is primarily attributable to the personnel reorganization plan that redefined job descriptions and classifications to coincide with current and future demands.

FY 2016	\$1,677,603	PERSONNEL: \$1,443,894	OPERATING: \$233,709
FY 2015	\$1,687,602	PERSONNEL: \$1,454,229	OPERATING: \$233,373

The budget public hearing will be held on March 30 at the Senior Center. The Library's budget presentation is scheduled for April 15 at 6:00 pm at the Town Hall Annex. The board will be present at this meeting in lieu of the regular April meeting.

D) State Library Budget

- i) The Governor's proposed budget for the next biennium represents a 30% cut in the State Library's general fund operating budget. About half the cuts would directly affect libraries. The Governor has proposed eliminating funding for Connecticutcard, CT Humanities, CT Library Consortium and the grants to public libraries. The board is urged to send letters to the Governor and to our representatives to protest these cuts. If these cuts go through, this would have a devastating effect on interlibrary loans, internet connectivity for libraries and schools and other library programs statewide.

E) Building Updates

- i) Roof leaks have developed in several areas of the building due to snow melt. We are working with Public Works to ensure that it is safe to return materials to the affected areas.
- ii) 10 security cameras have been installed in public areas of the building. Staff is working on a policy which will be presented at an upcoming meeting.

VIII) New Business:

- i) The Connecticut Friends Association will be meeting here on Saturday, April 11 from 9:15 to 12:30 to discuss fund raising techniques and other topics of interest to Library Circle of Friends groups. The board members are encouraged to attend.
- ii) The Library board will sponsor an entry in the Edible Books Contest. Rosemary Duval-Arnould will organize the team.

IX) Old Business

A) Continuation of discussion regarding fundraising activities. Pennie Fox has created a document which outlines the "Looking Forward, Giving Back" project. She proposes forming a committee which will have bi-weekly meetings. Once the logo is completed, materials will be printed to promote the project,

X) Adjournment: A motion to adjourn was made by Lenore White and seconded by Pennie Fox. The meeting was adjourned at 7:55 p.m.

Respectfully submitted by,

Rosemary Duval-Arnould
Secretary

DRAFT