

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**

Wednesday, June 17, 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: Betty Anne Reiter, Pennie Fox, Ranjna Bindra, Dr. C.J. Connolly, Katherine Brighty, Lenore White, Rosemary Duval-Arnould, Marie Shaw, Laurel Butler. Excused: Susan Kietzman.
- III) Communication: The Groton Town Clerk sent a letter to the board reappointing Lenore White. Susan Kietzman emailed her comments to the board chairman concerning the Circle of Friends discussion as she could not be present this evening.
- IV) Groton Public Library Circle of Friends
- A) The Circle of Friends currently has a secretary and a treasurer. The organization is in need of a president. There is a candidate for vice-president who needs to be voted in as well as a candidate for a member at large. They can be voted for by the remaining board members to be interim members until a general meeting of the organization can be held.
 - B) The Circle of Friends is now part of the Amazon Smile program.
 - C) The Board will revisit the Circle of Friends situation in September.
- V) Approval of minutes of the May 20, 2015 meeting: A motion to approve the minutes was made by Dr. C.J. Connolly and seconded by Katherine Brighty. The minutes were approved.
- VI) Review of May statistics
- A) Although circulation statistics show a slight decrease in print circulation, a study of year to year statistics show only a slight variation.
 - B) Programs are well attended and library outreach programs to the community continue to flourish.
 - C) It was suggested that statistics of the use of online databases be reported perhaps on a trimester basis.
- VII) Director's Report
- A) **Looking Forward, Giving Back**
 - i) The *Looking Forward, Giving Back* fundraising kicked off on Friday, May 15, with "Hurricane of 1938." 200 people attended the event.
 - ii) A \$150,000 grant application has been prepared for the Neighborhood Assistance Act program at the suggestion of Thames Valley Communications. The two new roof-top heat pump units, split air conditioning systems and related controls are projected to cost \$195,000. This program provides funding (up to \$150,000) for municipal and tax exempt organization for energy efficiency projects from participating businesses as part of a tax credit program.

- iii) Public Works picked up the book cases, lateral files and chairs that were obtained from Pfizer for the Local History Room and Computer Lab renovations. It will be in storage until needed. Additional furniture will be required.
- iv) The Director attended the Mystic Lions' Club meeting on May 21 and accepted a \$1,000 check from the organization.

B) Personnel

- i) Abigail Woodward and Shane O'Connell started their new positions on June 1. Abbye works as a Library Assistant at the Circulation Desk and Shane is the Municipal Video Technician for GMTV.

C) Interlibrary Loan Information

- i) The Connecticut State Library announced that the reQuest database will shut down on June 30 for at least two months while a new statewide database is brought online. We are working on a plan to continue to offer some level of interlibrary loan service during the period while reQuest is unavailable.

D) State Library Budget

- i) The State Legislature approved a revised budget that restored partial funding to many of the library programs that were cut in the Governor's proposed budget. In the approved biennial budget, Connecticut payments were reduced from \$950,000 to \$900,000; CEN (CT Education Network), which supplies the Library's free internet connection, was cut by \$350,000. There has been no announcement of how the cuts will be applied.

E) Building Updates

- i) The 10 security cameras installed throughout the public areas of the building are in operation but we are waiting for the vendor to return to provide some training on their use. A policy will be presented to the Board when we obtain a few final pieces of necessary information from the vendor.
- ii) The Fire Marshal's annual building inspection took place on June 10. He found several emergency lights in need of new batteries.

F) ACLPD

- i) The advisory board to the State Library is seeking a new member representing the library user community. The term of office lasts 2 years. Meetings are held bi-monthly in Middletown. Interested persons are encouraged to speak to Library Director Betty Anne Reiter.

G) One Book, One Region,

The program will launch in September with a slightly different schedule.

VIII) New Business

- A) Joint Library Board Meeting with Mystic & Noank and Bill Memorial libraries – the Groton Library will host the joint meeting in September. It has been proposed that one of the town agencies or departments be invited to discuss their approach to serving the town residents and how the

town's libraries serve the same population. The topic suggested is security in the libraries. The meeting will be held on the third Wednesday of September at the Groton Public Library.

- B) Review of Library Policy Manual: It has been proposed to revise Section XIII, D3 on page 20. A review of the entire policy will be held at the July meeting and language to address the change in Section XIII, D3 will be put forward.
- C) The Groton Library board will have the regularly scheduled July meeting. There will be no August meeting.

IX) Old Business

- A) Library statistics: Addressed during the Director's report.

- X) Adjournment: A motion to adjourn was made by Lenore White and seconded by Dr. C.J. Connolly.. The meeting was adjourned at 8:49.

Respectfully submitted by,

Rosemary Duval-Arnould
Secretary

DRAFT