

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**

Wednesday, July 15, 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, Katherine Brighty, Marie Shaw, Laurel Butler, Susan Kietzman, and Ranjna Bindra. Excused: Dr. C.J. Connolly. Absent: Lenore White, Rosemary Duval-Arnould
- III) Public Comments: none
- IV) Communications: none
- V) Approval of minutes of the June 17, 2015 meeting. Katherine Brighty moved to approve the minutes. Seconded by Pennie Fox. No discussion.
- VI) Review of June statistics: Circulation and attendance statistics are up this month. In general, however, statistics are remarkably steady.
- VII) Director's Report:
 - A) **Free Summer Meals: Kids and Teens 18 and under at Groton Public Library**
 - i) The Groton Public Library is participating in the Groton Public Schools federally funded Summer Food Service Program (SFSP). The program provides nutritious meals to all children 18 years and younger at sites throughout Groton. Meals will be distributed weekdays through August 14 by staff from the Groton Public Schools. Breakfast is available from 9:00 - 9:45 a.m. and lunch from 11:45 - 12:30 p.m. The organizers report that the Library is one of their busiest sites.
 - ii) Betty Anne said we have talked about this for years. There are kids who are here all day, without anything to eat. And now they get breakfast and lunch. Arts and crafts have been very popular this year, with the boys as well as the girls, on Monday afternoons. The projects are very lost cost, but we do have money in our budget for programming costs.
 - B) **Circle of Friends Joins Amazon Smile**
 - i) The Amazon Smile Foundation will make a gift to the Groton Public Library Circle of Friends equal to 0.5% percent of the price of purchases made at AmazonSmile.com. Supporters can click on the link on the Circle of Friends' webpage, http://www.groton-ct.gov/library/circle_friends.asp, choose the organization and start shopping. Funds raised by our Friends' group come back to the Library to support museum passes, databases, the summer reading program and other special projects and events.
 - C) **Library Programs**
 - i) We are very busy with programs, both at the Library and outreach.
 - ii) Summer reading for children, teens and adults kicked off on June 20. 296 children, 47 teens and 51 adults have registered for the program.

- iii) The theme for summer reading is “Every Hero has a Story.” A storytime featuring local heroes as readers began on June 30 with one of our Town police officers. 25 people attended the program.
- iv) BOOK-A-LIBRARIAN is a service for people who need help with an iPad, Kindle, Nook or other e-reader. Staff will make an appointment to teach library users how to download free eBooks and will make recommendations about what to read next.

VIII) New Business

IX) Old Business

A) Review of Library Policy Manual

- i) The test proctoring policy was inadvertently omitted from the manual after it was approved in 2014. It will be added to the Public Information Services section X, and the proctoring guidelines will become Appendix H.
- ii) Dr. C.J. Connolly forwarded via email six suggested edits/additions to the policies. These were considered and acted upon as appropriate.
- iii) Board members went through the policy manual page by page offering edits and noting areas needing clarification. Changes were agreed upon by members and will be incorporated into the final version.
- iv) Pennie made a motion to approve the policy manual and Katherine seconded, adding that the Library staff did a wonderful job. The Board voted to approve the updated manual. Marie thanked Katherine for her editorial work on the policy. Betty Anne made the suggestion that the Board go through the policy every two years. The manual will be posted on the Library website.

B) September Joint Library Board meeting

- i) Betty Anne suggested that the liaison from the State Library attend our meeting to learn more about how the Groton system works and to go over our relationship with them. Meeting be held the third week in September. Maria Bernier is the State Library liaison.
- ii) Pennie suggested an icebreaker with gift baskets, and Laurel suggested a quiz show, with each team made up of members from each library. Laurel will come up with 20 or so questions about Groton for the quiz. Pennie will work on the door prizes.

X) Adjournment: A motion was made by Laurel to adjourn the meeting at 8:45 p.m.

Respectfully submitted by,

Susan Kietzman
Library Board Member