

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**

Wednesday, June 21, 2017

Groton Public Library
7:00 p.m., Director's Office

- I. Call to order: The meeting was called to order at 7:10 by Marie Shaw.
- II. Roll call: Betty Anne Reiter, Marie Shaw, Katherine Brighty, Rosemary Duval-Arnould, Pennie Fox, Clint Kennedy and Lenore White. Excused: Susan Kietzman, Laurel Butler.
- III. Public Comments: None
- IV. Communications: Ranjna Bindra submitted a letter of resignation from the Board which was acknowledged by the Town Clerk. Marie Shaw has received a letter from the Town Clerk reappointing her to the board.
- V. Approval of minutes of the May 17, 2017 Library Board meeting. A motion to approve the minutes was made by Lenore White and seconded by Pennie Fox. The minutes were approved. Clint Kennedy abstained.
- VI. Review of May statistics: There was a significant increase in the number of Young Adult programs. Teens are responding very positively to the programming offered by our new Young Adult librarian, Jessa Franco. Circulation statistics were stable from May 2016 to May 2017.
- VII. Director's Report
 - A. Library Director Activities
 - i. Met with partner libraries on May 10 to discuss issues with placing holds in the integrated library system.
 - ii. Participated in Town's committee discussing social media policy on April 20.
 - iii. Attended a meeting about the LED sign proposed for the Senior Center and Library.
 - iv. Conducted final interviews for two Library Assistant vacancies. One candidate was hired.
 - v. Attended demos with Tyler Technologies on time and attendance and financial reporting. This is the first step in learning about the ERP, Enterprise Resource

Planning software that will integrate many of the Town's financial, human resources and technology functions into one system.

- vi. Attended meeting of CT Humanities' Application Review Committee on June 7.
 - vii. Coordinated the fifteenth annual "One Book, One Region" kickoff with Connecticut College on Wednesday, June 14, at 5:30 p.m. at the CURE Innovation Commons. Programming to tie into the One Book theme will be held every Tuesday evening at the library. The author of "Homegoing", Yaa Gyasi, will be at Connecticut College on Sept. 28.
- B. Library Activities
- i. The Library hosted the entire student body of Claude Chester Elementary School over three days in early June. They toured the Library, heard about summer reading and created a craft project.
 - ii. Passport appointments continue to be popular and are generating income. In addition to regular appointments, library staff participated in two Passport Days in conjunction with the passport agency – one here at the Library and one at EB.
 - iii. The Library is recruiting for several positions. Jean Schweid, Librarian II, and Marlene Bucettas, Office Assistant II, are retiring on July 14 after many years of service.
- C. Building Activities
- i. Five vendors bid on the furniture for the new space. The bids are being evaluated.
 - ii. The GMTV studio LED lighting project has been completed. The \$58,349.22 grant financed the replacement of 20 halogen lights on a dimmer panel with 26 energy efficient LED fixtures that are connected to a studio distribution system controlled by computer. The former lighting system was 20 years old and used approximately 10,608 KWhs during an average year. The new lights will use approximately 1,647 KWhs annually. Lowered studio cooling costs will also be realized due to the use of the efficient lights. The old lights were donated to Fitch High School for use in their auditorium.
- VIII. New Business: A proposal was made by Marie Shaw to invite the new Town Manager to a fall board meeting. A suggestion was also made to invite library staff to talk to the board about new initiatives. The Bill Memorial Library will host the joint board meeting in September. We are waiting for the details to be firmed up. There will be a Library Board meeting in July; the board will not meet in August.
- IX. Old Business: None
- X. Adjournment: A motion to adjourn was made by Clint Kennedy and seconded by Katherine Brighty. The meeting was adjourned at 7:55.

Submitted:

Rosemary Duval-Arnould

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