

Groton Public Library Board of Trustees
Final Meeting Minutes
January 10, 2017
Approved, February 21, 2017

Attending: Jane Allen, Mimi Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler, and Library Director Vanessa Abraham

Jane Allen, Chair, called the meeting to order 7:01pm.

Vote Summary

- Mark Gerath moved to accept minutes as amended, Kristen von Campe seconded. The motion passed 6-0.
- Mark Gerath moved to use funds from LIG/MEG to pay for the Library Director's Executive Coach, Kristen von Campe seconded. The motion passed 6-0.
- Mark Gerath moved to submit the Bruce J. Anderson Grant application for an amount not to exceed \$4,000 for the first 10 years of the Groton Herald Archive, and in-kind contribution not to exceed \$2,000. Kristen von Campe seconded. The motion passed 6-0.

Action Items

- Nancy Wilder to send a formal inquiry to the National Register of Historic Places regarding the prospect of the Groton Public Library application. Initial research appears neutral in benefit to the Library.
- Vanessa Abraham to email the 2016 Annual Report out to Trustees once it's finalized.
- Vanessa Abraham to ask Tom Delaney if the DPW has a granite piece that could be used for new sign post to replace the existing wood post out front.
- Vanessa Abraham to ask recommended authorities to write letters in support of our CPC applications.
- Vanessa Abraham to find out from Meg Riggs when the stairs were last carpeted. [update: per Vanessa Abraham's email on 01/11/2017 the stairs were last carpeted in 2006]
- Vanessa Abraham to set up timeline with Cahill for space redesign project work.
- Vanessa Abraham to call the town accountant to see if we can get an exception to paying upfront for Vanessa's executive coach. [update: Per Vanessa Abraham's email on 1/11/17 the town accountant has approved the request to pay upfront, which is allowed for professional development.)]
- Vanessa Abraham to call Mary Jennings to inform her that David Zeiler will volunteer to be on the Groton Cultural Council.
- Jane Allen will follow up with a lawyer about whether the Groton Herald signing copyright rights to the Library would have any unforeseen implications.

Budget and Finance:

- The FY18 budget was discussed in length. There will be a meeting on Saturday January 28th at 10:30am with the Finance Committee and the Board of Selectmen. The Budget and Finance committee will meet the Thursday before to discuss what the Trustees will say as a library and how the cuts would directly affect the library.

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- Maggy Rhineland made a generous \$500 donation to the library. The monies will be set-aside for now as “Tarbell Gift” and the Trustees will brainstorm the best use of the funds.
- The Community Preservation Committee has decided they will not fund the improvements to the front of the library building as they consider it to be maintenance: wash brick (discolored) fix peeling paint, sign-post rotting at base, replace broken window, gutter repair, etc. The estimated cost would be roughly \$10,000. Vanessa to ask Tom Delaney if DPW has granite piece that could be used for new sign post to replace wood, which would significantly reduce the overall cost of the project.

Building & Equipment:

- The library’s CPC preliminary application was approved. The formal application is due on January 26th. It was communicated by the CPC that letters of support would help. The Trustees discussed whom to ask. Vanessa Abraham will provide those asked to write with a description of what we’re intending to do: *A study of the envelope and the replacement inner vestibule doors.*
- Carpeting update: A carpet was selected and agreed upon (same brand of carpet as what is in the Children’s room currently). The funds for the 3rd and 2nd floor are accounted for. It would be ideal to re-carpet the stairs at the same time to get the same dye lot. Vanessa Abraham is currently working with carpet company to get a quote and we will discuss funding at the next meeting. Vanessa will follow up with Meg Riggs to find out exactly when the stairs were last carpeted.
- Space redesign update: Vanessa will meet with Christopher Cahill Construction tomorrow to review the project and set up a timeline; potentially mid-February. She will ask Cahill if it’s better to re-carpet before or after space redesign construction project.
- Babin Landscaping is onboard for 2017 landscaping.

Policy, Personnel, and Planning:

- There were over 100 applications submitted for the open Circulation Assistant II position.
- Several resumes were considered for the Library Director’s Executive Coach and one was chosen. The coach will be paid for through LIG/MEG fund. We can get \$1100 off if we pay upfront, however the town has a policy that services are not paid for in advance. Vanessa Abraham will call the town accountant and see if we can get an exception to this rule.
- The emergency procedure manual was reviewed and minor edits were made for language and formatting.

GPL Endowment:

- The GPL Endowment Trustees have a meeting on January 25th. The library staff made several requests for endowment funds, which the Trustees reviewed.

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- The Groton Cultural Council is looking for a volunteer from the library. There are 2 meetings per year and the council reviews grant applications and then decides who gets the money and what they want to spend it on. David Zeiler will volunteer.

Director's Report:

- The Bruce J. Anderson Grant was discussed; it has to be a non-profit that applies for the grant. The Groton Herald archival project will not have any on-going costs, most of the labor will be volunteers. If the library receives the grant, the cost will be \$1,700 for staff labor. The archival project will span 10-years.
 - The Groton Historical Society has utilized BJA grant funds for projects for archiving – small amounts requested over a period of time.
 - Jane Allen will follow up with a lawyer about whether the Groton Herald signing copyright rights to the Library would have any unforeseen implications.
- The ILS timeline was discussed. It will go live on May 18th. The new system has credit card capabilities – Vanessa will chair a committee to set policy for credit card use.
- February Trustees meeting will be on February 21st instead of February 14th.

The meeting was adjourned at 8:46pm.

Respectfully submitted,

Mimi Dabritz, Secretary

List of Documents Distributed for Use by the Trustees at the Meeting:

1. *Meeting Agenda for January 10, 2017*
2. *Draft Minutes for December 13, 2016 Meeting*
3. *Reports & Statistics for December 2016*
4. *FY18 Library Budget Reports*
5. *Coaching Interviews Summary*
6. *Letters from CPC recommending letters of support for CPC applications*
7. *ILS Timeline*
8. *Gift Letter from Maggy Rhineland*
9. *Carpet Recommendations from Gia from the Summer*
10. *Signed Quote Christopher Cahill, Inc.*