

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**January 12, 2016**  
*Approved, 2/16/2016*

**Attending:** Jane Allen, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler and Vanessa Abraham

**Note:** Before the meeting was called to order, Sugnakar Kopparapu and Neelkanth Mishra from the new Shri Shirdi Sai Baba Temple in Groton visited with the GPL Trustees. They explained the tenants of their faith, one of which is Community Outreach, and were wondering if the GPL could benefit from a fundraiser that they could organize. The GPL Trustees were honored by their gesture and would reflect on their offer. The Trustees wished them a warm welcome to Groton and wished them well in the construction of their temple building.

Jane Allen, Chair, called the meeting to order 19:23.

**Vote Summary**

- Mark Gerath moved to spend up to \$100 from LIG/MEG for advertising to fill the vacant Trustee position brought about by Bobbie Lamont's resignation, Nancy Wilder seconded: Passed 5 – 0
- Nancy Wilder moved to accept the December 15, 2015 minutes as amended, Kristen seconded: Passed 4 – 0 -1, Jane Allen abstaining
- Mark Gerath moved to spend up to \$5,500 from LIG/MEG for moving/reorganizing the Adult Non-Fiction collection, Kristen von Campe seconded: Passed 5 – 0
- Kristen von Campe moved to spend up to \$800 for landscaping plans for the front of the GPL from Lorayne Black, Nancy Wilder seconded: Passed 5 – 0
- Mark Gerath moved to approve additional grant requests to the GPL Endowment Trust, Nancy Wilder seconded: 5 – 0
- Kristen von Campe moved to submit the GPL Annual Report to the Town of Groton as amended, Mark Gerath seconded: Passed 5 – 0

**Action Items**

- Vanessa Abraham to draft response to Sugnakar Kopparapu and Neelkanth Mishra for Trustee approval
- Vanessa Abraham to distribute Space Planning furniture quotes
- Vanessa Abraham to edit Life Long Learning guidelines
- Vanessa Abraham to inform the GPL Endowment Trust of hiring "Library Mini Golf" company as a part of the Summer Reading program
- Nancy Wilder to reach out to Sheila Harrington to verify which Legislative Library Breakfast she will attend
- Dave Zeiler to fulfill Trustee vacancy requirements

**Meeting:** As above, minutes from the December 15, 2015 meeting approved

**Discussion of Temple's Offer.** While there was much enthusiasm for a joint project with this exciting new Groton community, it was agreed that there were local organizations with greater needs than ours (e.g. food bank, community services) that we should tell Sugnakar and Neelkanth

about. It was decided that we would defer to the needs of these other organizations and very reluctantly decline this extremely generous offer with a letter of explanation and a personal phone call.

### **Committee Reports**

**Budget and Finance:** The Town Manager presented his proposed FY17 Town Budget to the Board of Selectmen on January 7. Three Library Trustees were in attendance, but there was so much discussion of town salaries, wages, and benefits, that the Library Budget was not discussed. There is a concern about the growth of the town budget and the impact that a large request from the GDRSD will have on the town budget. A meeting is scheduled for the Trust Commissioners on January 28, at which we will present our cost estimates for the Space Redesign project. A general discussion was held to focus our presentation.

**Space Planning:** The B&F discussion morphed into the Space Planning discussion, with a review of some of the quotes that we have received so far. We are still waiting on final quotes for Furniture and Shelving. The quotes we have received do not mean that we will use these vendors/contractors, but they do provide a rough guide to anticipated costs of the project. As above, the Trustees approved the expenditure of up to \$5,500 to shift and reorganize the Adult Non-Fiction back into call # order. Sections of the shelving will be emptied for later removal as part of the space redesign, helping to facilitate this project. It was decided not to shift the adult Fiction collection now, as there may be future changes in this area.

**Building and Equipment:** Because of the repair project of the front retaining wall, it will be necessary to re-landscape a substantial portion of the front of the library. We received multiple quotes to design this area and selected Lorayne Black to draft the design. She was selected because of her previous work for the GPL, the thoroughness of her proposal, as well as her good working relationship with the Historic District Commission (HDC). See above vote summary. We received updated quotes from Kingsley for two drive-up book drop units. Given the fact that we need to address the HDC regarding adding a second unit and our landscape plan for the return space, as well as the fact that winter is not the best time to pilot a remote book drop, we have deferred this issue until the spring.

**Policy, Personnel, and Planning:** Vanessa Abraham presented a draft of guidelines for the Life Long Learning program based on feedback from library staff and meeting with the LLL Volunteer Coordinator, Mary Jennings. There was a general consensus that the guidelines were fair and in the best interest of the GPL but perhaps the wording was a bit strenuous. Vanessa Abraham will rewrite the guidelines. There was also a general discussion of the food policy at the GPL. Reflecting the changing attitudes in society, there is some pressure to allow food consumption in the general library. There are competing concerns about odors, cleanliness, and noise. The Trustees agreed that we should revisit our policy but deferred action until the Space Planning work is complete to fully understand how the library will be used in the future.

**Liaison Report: GPL Endowment:** The staff has made additional requests for funding from the Endowment Trust for FY2016. These requests were reviewed and approved (see above vote summary) as there was sufficient unexpended funding in the FY2016 grant to cover those requests.

**GPL Annual Report for Annual Town Report:** As above, the Trustees approved the Library's 2015 Annual Report as amended. Vanessa Abraham is to add a mention of the Space Planning progress in the report before submission to the Town.

**Mini-Golf Event:** The theme of summer reading this year is “games,” so library staff would like to do a Mini-Golf Kick-Off Event for the Summer Reading Program. The Trustees agreed to hire a Mini-Golf company to set up a “golf course” in the Library. The company does this in libraries and schools and will utilize the entire GPL in its literary-themed golf course. The Endowment Trust will be informed of their funding of this unique program. This event will be held during hours that we are not usually open (Sunday, June 26), but the Trustees enthusiastically agreed to open the GPL to accommodate this program.

**Director’s Items:**

- Vanessa Abraham was asked to participate in a Visioning Exercise for the GDRSD and will do so. It is an excellent way to engage and coordinate with the school district.
- Library Legislative Breakfasts are scheduled for the next month or so. As above, Nancy Wilder is to verify which breakfast our State Rep will be at which local event and the Trustees and Library Director will attend as they are able.
- Groton Town Finance Committee meeting is scheduled for Saturday, February 13, with the GPL presentation time to be determined. As many Trustees will attend as they are able.
- Groveland decertification will be voted on soon. The GPL Trustees hope that there will be solution to this impasse that will allow the Groveland Library to stay certified
- Roy’s 30<sup>th</sup> anniversary of employment for the Town was January 1, 2016. There will be a celebration of this milestone on January 19. The Trustees congratulate him on his tenure and thank him heartily for his dedication, loyalty, and hard work for the betterment of the GPL.
- Fire Safety Training was successful as it re-energized the fire safety awareness of the staff and re-enforced the procedures and protocols if there was a fire emergency in the GPL.

**Adjournment** Mark Gerath moved to close the meeting at 20:55, Nancy Wilder seconded.  
Passed 5 – 0

Respectfully submitted,

David Zeiler, Secretary

**List of Documents Distributed For Use by the Trustees at the Meeting:**

1. Meeting Agenda for January 12, 2016
2. Draft Minutes for December 15, 2015 Meeting
3. Reports & Statistics for December 2015
4. Annual Reports & Statistics for 2015
5. Adult Book Collections Reorganization Quote
6. Front Landscaping Design Quotes
7. Draft GPL Lifelong Learning Guidelines
8. Draft Staff Requests for Additional Funding for the Endowment
9. Draft GPL Annual Report to the Town
10. Trustee Vacancy Procedures