

Groton Public Library Board of Trustees
Final Meeting Minutes
January 26, 2016
Approved, 2/16/2016

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

Absent: Jane Allen

Mark Gerath, Vice Chair, called the meeting to order 19:00.

Action Items

- Vanessa Abraham to amend letter and send to Sugnakar Kopparapu and Neelkanth Mishra
- Mark Gerath to call Sugnakar to thank him personally
- Mark Gerath, Kristen von Campe, Nancy Wilder, and Vanessa Abraham to attend the Library Space Redesign Presentation at the Jan. 28 Trust Commissioners Meeting

Trustee Vacancy. Vanessa Abraham has posted the vacancy to the Town of Groton web page, library web page, library 'Check It Out' email newsletter, *The Groton Line*, and has placed an ad in the *Groton Herald*. There was no ad in the *Nashoba Valley* newspaper due to the high cost of ad space. So far we have had one letter of interest.

Shri Shirdi Sai Baba Temple. Vanessa Abraham drafted a letter to the Temple, thanking them for their interest in the GPL but suggesting that there may be other organizations in Groton that could benefit from their fundraising efforts more than the GPL. The Trustees asked her to add another sentence to the letter and Mark Gerath volunteered to follow-up with a phone call.

Space Redesign. After a meeting with Vanessa Abraham, Jane Allen, and David Zeiler, a more focused budget and phasing plan was developed. The Trustees congratulated Vanessa Abraham on a clear and concise spreadsheet of estimated costs and what the various phases of the project will cover. The first phase of the project will include all infrastructure upgrades needed for all phases of the Space Redesign as well as establishing the new Teen Space. The Trustees discussed the presentation that they will make to the Trust Fund Commissioners at their upcoming meeting. There was a consensus that, if the Trust Commissioners agreed to fund the Infrastructure improvements plus Phases I & II, that the Library Trustees would commit to funding Phase III, with help from the GPL Endowment Trust and with State Aid funds. Vanessa Abraham also talked with Tom Delaney regarding the Commonwealth's guidelines for procurement and he agreed that our plan was in compliance with the Commonwealth's guidelines.

Finance Committee Meeting. The Trustees discussed the merits of their request to have more Sunday hours, and all agreed that, while reducing the materials budget would hurt, it was a trade-off most townspeople would want us to make. It was agreed to stress that increased Sunday hours needed to be an ongoing commitment by the Town or there would be serious financial repercussions if they ever had to restore GPL's materials budget back to current levels.

Adjournment Kristen von Campe moved to close the meeting at 19:46, Nancy Wilder seconded: Passed 4 – 0.

Respectfully submitted,

David Zeiler, Secretary

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

1. Letter to the Trust Commissioners about our Space Redesign Plans
2. Latest Floor Plans from Richard Smith
3. Space Project Quotes by Phase
4. Complete Space Quotes and Plans
5. Letter to Shri Shirdi Sai Baba Temple