

# Groton Public Library Board of Trustees Final Meeting Minutes

January 9, 2018

*Approved, February 20, 2018 Meeting*

**Attending:** Mimi Dabritz, Mark Gerath, Kristen von Campe, Dave Zeiler, and Library Director Vanessa Abraham.

Absent: Jane Allen and Nancy Wilder.

D. Zeiler, Chair, called the meeting to order in the new teen room at 7:00 PM.

## **Vote Summary**

- K. von Campe moved and M. Gerath seconded to accept the December meeting minutes. The motion passed unanimously.
- K. von Campe moved and M. Gerath seconded a motion to approve \$800 from the Gift Fund to purchase new media bags. The motion passed unanimously.
- K. von Campe moved and M. Gerath seconded to adjourn the meeting at 8:24 PM. The motion passed unanimously.

## **Action Items**

- The Budget and Finance Committee will prepare a budget presentation packet for the January 27th meeting.
- K. von Campe will add average hours per week throughout the year and staff hours/hours open for the GPL and comparison libraries to the spreadsheet she is preparing for the Town Audit response.
- V. Abraham will prepare data on Sunday programs for budget presentation packet.
- PPP will move discussion forward on a plaque policy to a meeting where J. Allen is in attendance.
- M. Dabritz will explore the possibility of circulating art prints at the library.
- V. Abraham will work with S. Olson on the Bruce J. Anderson grant application.
- V. Abraham will consider hiring a photographer for the National Historic Register application.
- K. von Campe will send a sympathy card to Tom Hartnett's wife, Norma.

## **Response to Operational Audit**

M. Gerath feels that a response to the Town Operational Audit should be included in our budget packet. The Trustees agreed that most of the suggested potential improvements brought up in the audit are already regularly addressed and that several of the towns chosen by the audit team for comparison as well as some of the data are not appropriate for a true comparison. K. von Campe created a new spreadsheet including towns that are more demographically similar to Groton and was asked to edit it to include a few more columns of data including staff hours/hours open and average open hours per week.

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**Children's Request**

V. Abraham brought a request to purchase new hanging media bags for the Children's Room as the current ones are ripping and in poor shape. The new media bags would cost \$800, but are much sturdier and should last a long time. K. von Campe moved and M. Gerath seconded a motion to approve \$800 from the Gift Fund to purchase these new media bags. The motion passed unanimously.

**Standing Committee Reports**

**Budget and Finance:**

M. Gerath and N. Wilder will continue work on a budget presentation for the joint Finance Committee and Board of Selectmen Meeting on January 27<sup>th</sup>. All Trustees that can should plan to attend. V. Abraham will be compiling Sunday programs data for this packet.

**Building and Equipment:**

The preliminary summary for CPC pre-application process for the pocket doors repair was given the go-ahead by the CPC.

The Building Envelope engineers were out on Dec. 19 and the Fire Department provided a ladder truck for their use while they evaluated the building. A report should come in mid-January.

The Trustees meeting is being held in the new teen room which is almost complete. More shelving is on order and the booth is not yet in. In the outer space, we are still waiting for some additional shelving pieces and the young adult librarian's desk. Most of the YA collections have been moved.

**Policy, Personnel, and Planning:** No report.

**Liaison Reports**

**Endowment:** No report.

**Art Committee:** No report.

**National Historic Register:** The National Historic Register responded in December on what needs to be done in order to put the GPL on the National Historic Register. V. Abraham suggested hiring a professional photographer for this purpose.

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**Library Director**

The Bruce J. Anderson grant is due on February 5<sup>th</sup>. V. Abraham and Susanne Olson will begin this work. This grant will be for microfilming and digitizing the second ten years of the *Groton Herald*, as part two of the grant received this year to do the first ten years.

The Groton Inn Director of Sales Holly Varney came in to introduce herself. She reported that they would be moving from their temporary office at Prescott School into the Inn in March. V. Abraham reported that the next Groton Business Association Meeting would be held at the library.

She also reported that Groton Police Officer Rachel Mead was impressive at the staff training she conducted in January.

The Winter and Spring newsletter is out with plenty of new and exciting programs. Groton Reads events will be “warm and fuzzy” and are already creating buzz as there will be a visit from Groton’s own Luine Greine Farm alpacas coming up this month.

**Other**

K. von Campe offered to send a sympathy card to Norma Hartnett from the Library Trustees. Several Trustees attended Tom Hartnett’s wake in late December. He was a longtime member of the Commissioners of Trusts, who spent many years in service to the Town of Groton in various positions.

M. Dabritz offered to look into the possibility of circulating art prints at the library as some others do. She will report back once she looks into this further.

M. Dabritz mentioned seeing a child at a party with a Reuben Hoar Library t-shirt on and would like to explore some sort of GPL library promotional products.

**Upcoming Meetings:** January 27<sup>th</sup> joint FinCom and Selectmen Meeting, future Library Trustees Meetings: February 13, March 14, April 10.

**Adjournment:** K. von Campe moved and M. Gerath seconded to adjourn the meeting at 8:24 PM. The motion passed unanimously.

Respectfully submitted,

Kristen von Campe, Secretary

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

- Meeting Agenda for January 9, 2018
- Draft Minutes for December 12, 2017 Meeting
- Reports & Statistics for December 2017
- Sunday Programs, FY18