

Groton Public Library Board of Trustees
Final Meeting Minutes
October 11, 2016
Approved Nov. 8, 2016 Meeting

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

Absent: Mark Gerath

Jane Allen, Chair, called the meeting to order 7:00 pm.

Vote Summary

- Kristen von Campe moved to approve the draft meeting minutes of September 13, 2016 as amended. Nancy Wilder seconded and the motion passed 5-0.
- Kristen von Campe moved to accept the Library Director's evaluation as amended. Nancy Wilder seconded and the motion passed 5-0.
- Kristen von Campe moved to accept the Library Director's goals as amended. Nancy Wilder seconded and the motion passed 5-0.
- Kristen von Campe moved to appoint David Riggert as Endowment Trustee to complete the remainder of David Alexander's term. Nancy seconded and the motion passed 5-0.
- Kristen moved to ask the Town Moderator to endorse Connie Keeran Lapres for reappointment as Chair of the Town of Groton Library Endowment Committee. Nancy seconded and the motion passed 5-0.
- Vanessa Abraham will schedule the maintenance work to replace the bulbs at the back entrance of the library.

Action Items

- Nancy Wilder will provide Vanessa Abraham the biographical information on two potential management consultants. Vanessa will select the coach she would like to work with.
- Jane Allen will take printed Library Director's Evaluation and Goals and bring them to Town Hall to be filed with Human Resources.
- Kristen von Campe will make edits to the Trustees Action Plan as discussed.
- Vanessa Abraham will draft a letter to send to David Riggert, and Mimi Dabritz will sign and mail to David Riggert.
- All Trustees will read the Library Director contract and contact Jane Allen if changes are needed.
- Vanessa Abraham will post the current Town Hall/Library Union contract and Trustees will review.

Budget and Finance:

The Board of Selectmen have voted 3-2 to support the motion to return \$400,000 excess funds/free cash to taxpayers in Groton. When the 2 heating units for the top floor went out in the Library, we needed free cash to fix that. It was mentioned that it might make sense to keep that money as a cushion. Mark Haddad is putting together a presentation of how free cash has been

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spent in years past. This will be discussed in greater detail at the Fall Town Meeting on October 17th. Merit increases can be awarded up to 2%, and cost-of-living adjustments (2%) are not affected. The Town Manager has been given a guideline to hit a 2.4% increase in the municipal budget he presents for FY18, while including an addendum as to what would have to be cut to reach a 1.2% increase and a 0.0%. Vanessa will run numbers to see what a 2.4% increase to the FY18 library budget would actually look like before she assigns staff merit increases. Vanessa will talk to Mark in advance of the Town Department Heads meeting next week.

Building & Equipment:

Vanessa obtained carpeting quotes from Century Carpet & Creative Floors, Inc., Horrigan Flooring Center, and Acme Carpet One. Century Carpet was the lowest responsible bidder. Carpet color still needs to be decided.

Nancy Wilder observed that light bulbs were burned out in the front of the library. Vanessa to follow up to schedule repair.

Platt Builders provided a quote for outside restoration to the historic front of library, which included exterior washing and painting, gutter repair, and replacement of the library sign post. Other towns have successfully used CPC funds for this type of project. Any changes to the appearance of the front of the building, such as new lighting or new granite sign post, would need to be approved by the HDC. Vanessa suggests we get a quote for restoration to front of library and present to CPC for funds. Money applied for this year would come in around July 1, at the start of the new fiscal year. Future repairs include structural repair to the 1893 building, sky light, doors, and slate roof repair. Vanessa will attend the CPC Meeting on Monday October 24th and ask for guidance. All restoration preservation repairs should be bundled, if possible. Vanessa to talk to North Adams Library and Fire Station who successfully used CPC funds.

Policy, Personnel, and Planning:

Susanne Olson is getting quotes from companies for the cost to digitize issues of the Groton Herald. There is a preservation grant that can be applied for which would provide approximately \$12,000 for the project. Before the library applies for the preservation grant, the trustees want to ensure there will not be any ongoing or unexpected costs and/or labor associated with the digitization, as the library is not currently staffed to support such a project nor is their money in the current budget. The Groton Herald has 36 years of issues but plans to finish their publications at year 40. A consensus was reached that the library should continue their communications with the Groton Herald to make plans for the digital archiving process, however we should wait until we have a complete archive before the project is officially kicked-off.

Space Design is underway. Vanessa Abraham is awaiting a quote from Christopher Cahill Construction Company.

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The Trustees Action Plan for FY17 was discussed and minor edits were suggested. Kristin von Campe took notes and will make the proposed edits to the document.

Vanessa Abraham's contract will expire in June of 2017. Vanessa provided verbal notice that she wishes to renew her contract. The Trustees will review the contract and discuss changes. The library staff union contracts will be used as a point of reference.

GPL Endowment:

David Riggert has agreed to fulfill the remainder of David Alexander's term.

Vanessa to make corrections to the individual Endowment Trustee's terms in the roster.

Art Committee:

The current art exhibit, Newburyport Air: Scenery from Cape Ann by Members of the Newburyport Art Association, is still up and will be until the end of the month.

Director's Report:

- The Endowment Newsletter will be submitted to Ken Hansen by the end of next week. Vanessa to run the dedication by the Endowment Board beforehand.
- The Dunstable Public Library is at risk of losing their certification. Mary Beth Pallis, the Library Director, said they are \$10,716 short to meet state aid for this fiscal year and will be applying for waiver if their Finance Committee does not approve the additional funds at their Nov. 1 meeting. Because the library was disproportionately cut compared to other town departments, they may not get the certification waiver. Loss of certification would result in denial of borrowing privileges here and all area libraries, but this wouldn't happen until 2018.
- Feedback from Grotonfest was that we should have signs on both sides of the booth, and they should be higher up for better visibility.
- A book has been selected for Groton READS 2017: *The Big Burn* by Timothy Egan.
- A new community group called Groton Neighbors has been formed. This group could potentially offer rides to the library to its paying members. Sunday October 30th is the kick-off event for key partners at Lawrence Academy in the media center.
- Vanessa spoke with Kathy Shelp at the Groton Council on Aging about doing a senior van service pilot project to see there is interest and use pilot project statistics to apply for funding. This will start in January and run on Tuesday nights.
- Albert Walton would like to donate approximately \$5,600 of audio/visual equipment. We will accept his donation and write a thank you note to the Florida residential association which presently owns the equipment.
- MVLC Updates – vendor bids came in and are very long. Overdrive merge is happening Friday October 14th.

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- The statistics show the highest number of patrons we've ever had through the door in one day was 1,955 on Tuesday, Sept. 20.
- The library will be creating binge boxes, an ALA idea that bundles similar shows or movies, or even entire series in one box that patrons can check-out for a 3-week period.
- The library will be acquiring a third hotspot as the need is great and the hold list long.
- Nashoba Valley Technical High School is currently looking for projects to work on. The library can submit a request for a community project. The application is due November 1st.
- The David Riggert interview will go in the annual Endowment newsletter.

The meeting was adjourned at 9:03pm.

Respectfully submitted,

Mimi Dabritz, Secretary

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

1. Meeting Agenda for October 11, 2016
2. Draft Minutes for September 13, 2016 Meeting
3. Reports & Statistics for September 2016
4. Annual Report of Endowment to Trustees from Chair
5. Endowment Resignation Letter from D. Alexander
6. Endowment Reports
7. Corrected Endowment Trustee Term History & Dates
8. Top Floor Carpet Quotes
9. Article, "How We Read Books Today"