

Groton Public Library Board of Trustees
Final Meeting Minutes
October 24, 2017
Approved, Nov. 16, 2017

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

David Zeiler, Chair, called the meeting to order at 7:02 PM.

Vote Summary

- M. Gerath moved to accept the September 12, 2017 minutes. J. Allen seconded and the motion passed unanimously.
- M. Gerath moved and J. Allen seconded to appropriate up to \$7,000 from LIG/MEG to hire Gorman Richardson Lewis Architects, Inc, for an assessment of the library building envelope. The motion passed unanimously.
- M. Gerath moved and J. Allen seconded to appropriate up to \$1,200 from the Gift Fund for additional expenses for the building of the inner vestibule doors. The motion passed unanimously.
- M. Gerath moved and J. Allen seconded to close the library from 10 AM to 12 PM on December 14 for staff training. The motion passed unanimously.
- M. Gerath moved and J. Allen seconded to adjourn the meeting at 9:03 PM. The motion passed unanimously.

Action Items

- N. Wilder will continue to search for a company to repair the cane chair.
- The Library Director Evaluation Committee will complete the formalities of the Library Director's Review.
- V. Abraham will contact other library directors to ask about parking lot security cameras.
- The PPP will create a policy on filming at the library.
- V. Abraham will call references for GRLA's Building Envelope Sciences Group.
- V. Abraham will ask about the potential extra expense if a hoist is needed for the building envelope work.
- V. Abraham will apply for CPC funds to repair the historic pocket doors on the third floor.
- V. Abraham will send a letter to the CPC to give them a status update and let them know of the additional funding we are providing for our two FY18 projects.
- The PPP will add a peer evaluation form to the Library Director Review Policy.
- K. von Campe will send a card and restaurant gift certificate to recently retired staff member, Roy Johnson.
- K. von Campe to send thank you card to Dr. Sager, the Vet who has been donating his services to treat the library guinea pigs.

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Trustees Calendar

The LD Evaluation Committee met with the Director but still needs to complete the signing of the evaluation. Budget and Finance are meeting with the Trust Commissioners later this week. Fall Town Meeting continues Monday, October 30.

Library Director Annual Evaluation

The Evaluation Subcommittee met with Vanessa Abraham on Friday at 10 AM to discuss her annual review and set goals for the next year. The entire Board reiterated the sentiments in the review including noting last year's accomplishments and areas of growth. Great strides were made this year utilizing executive coach Kate Harper and the Trustees encouraged Vanessa to continue to work with Kate on improving her management and personnel skills. D. Zeiler ended the discussion by expressing how pleased the trustees are with Vanessa's accomplishments and Vanessa expressed her appreciation to be able to continue to work with Kate as that work is important to her.

Standing Committee Reports

Building and Equipment: V. Abraham reported that painting is complete in the YA Area as part of Phase 1 of the Space Reallocation Project. The new staff office is waiting on a closet door, painting, and lighting. Phase 1 currently is on track to be completed under budget. Quotes for Phases 2 and 3 are in and the Building Committee needs to go through those line items and look for potential cost savings. It would be ideal to wait to install the new carpeting until after Phases 2 and 3 are complete.

Plans to retrofit the historic desk for the YA Librarian were scrapped due to it being prohibitively expensive. Instead a desk will be ordered for her and the historic desk will continue to serve as a base for the Groton History Center display.

The Trustees reviewed quotes for Building Envelope assessment. The CPC grant was for \$5,000, but that is only to cover the 1893 building. The Trustees voted to appropriate up to \$7,000 additional for this work from LIG/MEG (State Aid) funds to cover the cost to do the envelope assessment for the 1999 addition at the same time and to hire the Building Envelope Sciences Group of Gorman Richardson Lewis Architects, Inc. out of Hopkinton, MA, to do this work.

A form is due on November 2 for this year's cycle of Community Preservation Committee funding requests. V. Abraham suggested that the library apply to repair the historic pocket doors. The Trustees agreed and V. Abraham will apply for CPC funding for that repair work.

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Budget and Finance: The Committee will meet with the Trust Commissioners later this week to give them an update on Phase 1 of the Space Reallocation Project, and plan to make them aware of other sources of funding for parts of this project which amount to over \$100,000.

Policy, Personnel, and Planning: K. von Campe and M. Dabritz will add a peer evaluation form to the Library Director Review Policy and will meet to create a policy that covers requests to film at the library.

A high school senior and regular library volunteer has been hired as a new Shelver. A new Assistant to the Library Director has been hired who will begin next week. Ann Wilson, who has been filling in and covering shifts for the past few years will no longer be doing so as of mid-November.

V. Abraham reported that the flu clinic that was recently held at the library saw 82 people come in to receive flu shots, 35 of whom were children. The clinic was a great success and we would like to offer the library for this program again next year.

Liaison Reports

Endowment: K. von Campe reported that the Endowment is interested in commissioning a piece of art work from Ray Ciemny for the space above the computer bar, but this year's funds are already spoken for. If any of this year's budget remains unspent, this project is possible this fiscal year, but otherwise will have to be budgeted for next year.

Art Committee: D. Zeiler reported that the current show in the gallery is Groton-related and that the reception will be on Wednesday, November 8 at 7 PM. Local artist and poet Elizabeth Goldring will be reading some of her poetry at this event.

Library Director

V. Abraham asked permission to close the library from 10 AM to 12 PM on Thursday, December 14, for all library staff to attend CPR training at the Fire Station. The Trustees approved this request unanimously.

V. Abraham reported on the statewide rankings where the Groton Public Library continued to shine.

V. Abraham reported on Leroy Johnson's retirement. The Trustees will send a restaurant gift card and thank you note to Roy for his many years of service to the GPL.

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Adjournment: M. Gerath moved and J. Allen seconded to adjourn the meeting at 9:03 PM.
The motion was approved unanimously.
Respectfully submitted,

Kristen von Campe, Secretary

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

1. Meeting Agenda for October 24, 2017
2. Draft Minutes for September 12, 2017 Meeting
3. Reports & Statistics for September 2017
4. Annual Report of Endowment to Trustees from Endowment Chair
5. GPL Rankings Statewide, FY16 Data
6. Flu Clinic Information
7. Town Operational Assessment
8. Letter of Appreciation for Leroy Johnson
9. List of Top Ten Busiest Days @ GPL
10. Building Envelope Assessment Quotes