

Groton Public Library Board of Trustees
Final Meeting Minutes
November 8, 2016
Approved, 12/13/16 Meeting

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

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

Vote Summary

- Kristen von Campe moved to accept the draft meeting minutes of October 11, 2016. Nancy Wilder seconded and the motion passed 5-0 with Mark Gerath abstaining.
- Kristen von Campe moved to accept the FY17 Trustees Action plan as presented. Nancy Wilder seconded and the motion passed 6-0.
- Mark Gerath moved that the Trustees approve a total FY18 budget that represents up to a 2.4% increase over last year's budget. Kristen von Campe seconded and the motion passed 6-0.
- Mark Gerath moved to approve the FY18-FY22 concept of the major capital requests subject to better estimates subject to the two items in FY18, new gutters and parking lot lights. Kristen von Campe seconded and the motion passed 6-0.

Action Items

- Mark Gerath, Nancy Wilder, and Library Director Vanessa Abraham to attend the Budget and Finance meeting at the Library on November 18th at 8am.
- Vanessa Abraham to firm up capital budget figures.
- Vanessa Abraham to follow up on the electrical quotes.
- Jane to talk to Susanne Olson and Russell Harris regarding archiving the Groton Herald and the Anderson Grant.

Budget and Finance

- Town Manager, Mark Haddad provided guidelines for FY18 budget. Town spending should be limited to a 2.4% increase or less. He suggested that the library be prepared to speak to the following hypothetical scenarios:
 - What would a 1.2% increase look like?
 - What would a 0% increase look like?

If cuts such as the above are imposed, it is likely that it will negatively impact the library's operating hours, programs and resources. It was reiterated that the Endowment cannot be used to replace town funds, as per the mission statement.

- Vanessa Abraham reported that she does not anticipate any big surprises for library operating expenses in FY18. It is likely that the MVLC will go up slightly, as will the costs of materials and heating.
- A meeting is scheduled for Monday, November 28th for Mark Haddad to meet with his finance team. It has been asked that each town department be

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prepared to answer questions such as, "What would you do with \$50,000 less in your FY18 operating budget? How about \$100,000?"

- Vanessa Abraham, in agreement with the Library Trustees, will ask for last year's budget plus increases not to exceed 2.4%.
- Vanessa Abraham prepared a 5-year capital plan for FY18-FY22. The library building is approximately 18 years old and is starting to need some maintenance. The items budgeted for were agreed by the Library Trustees to be ordered in appropriate priority.

Building & Equipment

- The Art Committee is going to Century Carpet in Ayer to look at carpet and bring selections back to the library to see how it looks.
- The Community Preservation Committee indicated that they would not be interested in funding the requested maintenance projects in the front of the 1893 building. While libraries in other towns have received CPC funds for similar projects, it was noted by the committee that the Groton Public Library has a healthy maintenance budget and they expect that we should be able to absorb the costs. The CPC did indicate an interest in our vestibule doors, and other internal repairs to the historic building.
- Vanessa Abraham spoke with Val Prest, of Groton Engineering LLC, regarding the building's ventilation envelope. He was expressed interest, however was not available at the time. Mr. Prest recommended another structural engineer, Michael Barry of Consulting Structural Engineer, Inc., who will do the assessment for approximately \$3,500 but suggested that we also speak to a roofer.
- David Babin, of Babin Landscaping, provided a quote for the 2017 landscape catch-up and maintenance. Grounds maintenance is part of our town budget. Currently, Kazanjian Landscaping provides the fall and spring clean-up, and we pay an extra \$150 for a monthly visit to cover weeding and pruning as needed. Vanessa Abraham will look into the two companies and the services they provide and explore the costs. It was briefly discussed that the one-time catch-up landscaping could possibly be rolled into the Endowment, however a decision was not made at this time.
- Vanessa Abraham received quotes for electrical work related to the space redesign project from Keith LaValley Electric, Vector Electrical and Controls Corp., and Christopher Cahill Construction. There was a significant difference among the quotes. It appears that some of the quotes may have been more comprehensive than others. Vanessa Abraham to continue to research this project and explore the details of the quotes provided.

Policy, Personnel & Planning

- As per Vanessa Abraham's 2017 Goals and Objectives, she is continuing to research options for a leadership coach. It was agreed upon by the Library

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Trustees and the Library Director that she should setup interviews with a number of coaches and decide who she is most comfortable with. A budget will be agreed upon at a future date.

Liaison Reports

- There is a new art exhibit on display, *Places Recalled: Nina Earley, SaraNoa Mark, Darcy Schultz*.

Groton Neighbors

- The Groton Neighbors group kick off meeting took place on October 30th. Kristen von Campe, Nancy Wilder, and Jane Allen were in attendance. Kristen, Nancy and Jane agreed that the concept of Groton Neighbors is worthy and observed that a lot of work has gone into the project so far. There will be a \$120 membership fee, per person, per year. In order to be a member, you have to be interviewed and CORI checked. Nancy raised a few questions about the insurance logistics of the drivers if involved in accidents.

Library Director Report

- The van program will run a pilot on December 14th for a scheduled trombone program, *the Sackbuts*. They will be looking to see how many people utilize the service.
- There has been a recommendation for the ILS selection service. SirsiDynix, and a vote will be taken on Tuesday, November 15th by the Membership Committee of all MVLC Library Directors.
- The Overdrive merge was very successful and has increased circulation of overdrive 30% over last October had only been in service for 2-weeks when that metric was recorded.
- Dunstable certification: The Dunstable Library Director, Mary Beth Pallis, continues to ask for funds. She sent in the material for a waiver though it is unlikely to be approved since they were disproportionately cut.
- A decision has been made to keep the inner admin door between Vanessa's office and Meg's office.
- FY17 Q1 reports: We're under 25% for both salaries and wages and 32% for general, but that's due in large part to several expense categories being heavily weighted for the beginning of the year.
- Monthly Report & Statistics were down slightly this month, with the exception of overdrive.
- Other
 - Flag is not on the flagpole – a piece fell out and the flag was on the ground. Vanessa immediately got the flag. Roy Johnson and GELD will be fixing this as soon as possible.
 - Jack Petropoulos is coordinating a Non-profit Council where non-profits in town to gather and support each other's objectives.

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A concern was raised by Chair Jane Allen regarding Russell Harris, at the Groton Herald. Jane spoke with Susanne Olson regarding the Library Trustee's concern about hidden costs. It appears that Russell may feel that the library is no longer interested in receiving the archived issues. The Library Trustees agree that we are interested, they want to make sure we won't incur any unexpected costs. Susanne Olson will research this possibility.

The meeting was adjourned at 8:31pm

Respectfully submitted,

Mimi Dabritz, Secretary

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

1. Meeting Agenda for November 8, 2016
2. Draft Minutes for October 11, 2016 Meeting
3. Reports & Statistics for October 2016
4. CPC Schedule and GPL Applications for 2016-17
5. Five Year Capital Plan Draft, FY2018-FY2022
6. First Quarter Reports, FY2017
7. Quotes for Landscaping and Space Redesign Work