

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**December 12, 2017**

*Approved, January 9, 2018 Meeting*

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

Absent: Jane Allen

Mark Gerath, Vice-Chair, called the meeting to order at 7:01 PM. Chair Dave Zeiler joined the meeting at 7:04 PM.

**Vote Summary**

- N. Wilder moved to accept the November meeting minutes. M. Dabritz seconded and the motion passed unanimously.
- M. Gerath moved and M. Dabritz seconded to appropriate up to \$390 from LIG/MEG for staff CPR training. The motion passed unanimously.
- M. Gerath moved and M. Dabritz seconded to appropriate up to \$100 from LIG/MEG to replace a part on a staff member's truck. The motion passed unanimously.
- M. Gerath moved and M. Dabritz seconded to appropriate up to \$250 from Gift to pay for the re-caning of the damaged chair from the historic room.
- M. Gerath moved and M. Dabritz seconded to adjourn the meeting at 8:32 PM. The motion was approved unanimously.

**Action Items**

- D. Zeiler will bring in the report from the meeting with the financial advisors of the Trust funds.
- Budget and Finance needs to prepare a budget presentation for the upcoming Finance Committee and Board of Selectmen meeting.
- N. Wilder will have the cane chair repaired.
- PPP will move discussion forward to the next Trustees meeting on a plaque policy.

**Trust Commissioners Advisors Meeting**

D. Zeiler and M. Gerath attended this meeting and received information on the library's trust funds performance over the past year. The markets are up and equities are doing better than bonds. The library has a fair amount in cash in the Robbins and the Library Book funds, which is appropriate and deliberate at this time. On the year they are expecting 17% returns.

**Standing Committee Reports**

**Budget and Finance:**

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**December 12, 2017**

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There were several questions asked at the budget meeting with the Town Manager, but not much pushback. They appreciated the data on the increase in hours but not staff hours. They were happy to see that we took the self-checkout machines out of our capital plan. The Trustees also agreed not to push out an upgrade in our alarm system to a later year in our five-year capital plan.

M. Gerath suggested that we go into the budget process in January fully prepared with all of the information we need to support the budget we are proposing and ready to respond to any the operational assessment questions.

Sunday hours are in the budget for next year. The Trustees are optimistic they will stay because five months of Sunday hours costs us a net of nearly \$0 because of the offset 1% drop in materials expenditures. V. Abraham will prepare a review of all Sunday programs which will be part of our budget packet.

**Building and Equipment:**

Phase One of the Space Reallocation Process is almost complete. The Trust Commissioners are looking forward to a tour upon completion. Phase Two will begin fairly soon. D. Zeiler and V. Abraham proposed to continue immediately into Phase 2 as staff as well as client disruption will be minimized if we just keep on going.

The Building Envelope Assessment is scheduled for Thursday 9-4 and the Fire Dept. is graciously helping out for 2 hours. Parking lot and exterior lights desperately need to be replaced. We do have the \$30K in capital this year to replace the lights and are working to get that done. First, we will do the 11 parking lot lights, and then the 5 wall lights.

The CPC has given us the go ahead to submit a formal application for repair of the historic pocket doors for an FY19 CPA Fund grant.

V. Abraham would like to continue to improve the staff lighting and would include that in the budget under operations. Eventually the conference rooms and especially Sibley Hall will need to be upgraded. Hiring a lighting consultant was mentioned as an option that might be appropriate when assessing all of the interior lighting needs for staff as well as public spaces.

V. Abraham reported that a part on a staff member's truck was damaged after volunteering to dispose of some metal shelving for the library. M. Gerath moved and M. Dabritz seconded to approve up to \$100 from LIG/MEG to replace the part. The motion passed unanimously.

**Policy, Personnel, and Planning:**

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**December 12, 2017**

*Approved, January 9, 2018 Meeting*

M. Dabritz and K. von Campe of the PPP proposed that there be no policy on filming at the library. Rather than have a policy, they proposed to address each request on a case by case basis and to make a final decision based on impact to the public, nature of the filming, etc.

The PPP also proposed that the Trustees create a more formal policy on donations, specifically donor plaques. Having a clear policy would be more comfortable for all of those involved, including the library director. The Trustees agreed to reserve further discussion on a plaque policy until Trustee J. Allen is present as the Trustees would want her to be included in the discussion as well.

There is now a charge for CPR certification. V. Abraham is planning on having staff trained at the upcoming staff workshop. M. Gerath moved and M. Dabritz seconded that LIG/MEG pay up to \$390 for CPR certification for staff attending the training.

**Liaison Reports**

**Endowment:** No report

**Art Committee:** The new art show is up in the gallery and the opening is tonight. This show will be up through January 20<sup>th</sup>.

The artwork that was formerly hanging in what is to be the new teen space has been moved. One is now in Vanessa's office and one will be moving into Jeff's office.

**Library Director**

The dates for the Boston School of Painting Lecture Series with Master Painter and Teacher Paul Ingbretson have been set for five Thursday evenings at 7 pm: March 22 & 29, April 12 & 26, and May 10. This project needs final approval by Maggy Rhineland from the Tarbell Charitable Trust and V. Abraham anticipates that she will approve them. These events will begin in March as January and February are already overly full with other events at the library.

V. Abraham reported that the alpacas are coming from the Luina Greine Farm in Groton for a "Warm & Fuzzy" first event for Groton Reads. She reported that there are many great events planned to go with this year's title of "The Little Book of Hygge: Danish Secrets to Happy Living."

V. Abraham reported on a heated MVLC directors' discussion on age protection, which is a library's ability to reserve popular items (new fiction & DVDs) for their own clients for the first two weeks of circulation. All MVLC libraries will let go of this policy for a short time

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frame of one week in the months of December, January and February, so that proper data can be gathered for statistics.

V. Abraham also reported that Rachel Mead, Groton Police & School Resource Officer, is coming to the January monthly staff meeting for safety training.

The other big news this month is that circulation is up 6%!

**Other**

The Library Trustees received a formal notice of a public hearing on liquor licenses for the new Groton Inn and restaurant.

N. Wilder reported that Bel Castro in Dunstable will repair a pressed cane chair for \$175-\$250. M. Gerath moved that we approve up to \$250 from Gift to repair the cane chair M. Dabritz seconded. The motion passed unanimously.

**Next Meeting:** January 9, 2018

**Adjournment** M. Gerath moved and M. Dabritz seconded to adjourn the meeting at 8:32 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
2. Draft Minutes for Nov. 16 Meeting
3. Reports & Statistics for Last Month
4. FY19 Budget Docs