

Groton Public Library Board of Trustees
Final Meeting Minutes
December 13, 2016
Approved 1/10/2017

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 7:03pm.

Vote Summary:

- Mark Gerath moved to accept the draft meeting minutes of November 8, 2016 as amended. Kristen von Campe seconded and the motion passed 6-0.

Action Items:

- Vanessa Abraham to send Selectman Barry Pease a copy of the proposed FY18 library budget.
- Vanessa Abraham to follow up with Mark Haddad to see if the town budget is within the 2.4% guideline.
- Kristen von Campe to see if the Complete Streets Committee would like to add lighting to the parking spaces near the new basketball courts.
- Nancy Wilder to research what is involved with applying for the Groton Public Library to be added to the National Register of Historic Places.

Budget and Finance

- Vanessa Abraham attended the Sustainable Budget Study Committee Meeting on 10Nov16 and presented budget scenarios for the library. The initial guideline from the Finance Committee has been given to the Town Manager, Mark Haddad, for 2.4% increase to the FY18 budget. This decision will need to be agreed upon at the Spring Town Meeting, so the Board of Trustees discussed the impact if we do not receive the funds needed to continue current operations.
- The 5-yr capital plan for FY17-FY21 was reviewed. The first project that we are requesting for FY18 is the replacement of the 11 parking lot and 5 exterior wall lights (16 lights in total). Mimi Dabritz mentioned that the overflow parking near the basketball courts was very dark and would benefit from outdoor lighting as well. Kristen von Campe will follow up with the Complete Streets Committee to see if they are able to fund that, as the land is owned by the DPW not the library.

Building & Equipment

- Vanessa Abraham attended the Community Preservation Coalition (CPC) meeting on November 28, 2016 and presented our requests for funding to replace the inner vestibule doors in the historic entry and for a structural engineer to assess the 1893 building envelope and make recommendations as to reducing ice dams, improving water tightness, and increasing the insulation. The CPC thought the proposed projects were worth pursuing. A full application must be drafted and turned in by January 26 for

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their review. The library must provide 3 written quotes for the proposed work on the inner doors, as that project will exceed \$10,000.

- The CPC would like the Groton Library to look into getting onto the National Register of Historic Places.
- Carpet samples for the 3rd floor were reviewed by members of the Art Committee at Century Carpet in Ayer. The full Art Committee will convene and review the samples in the Library and make a decision.
- The Landscaping quotes provided by Kazanjian Horticultural Landscape Contractors and Babin Landscaping were reviewed. Babin Landscaping came in \$300 cheaper and will be the company used by the Groton Public Library for the 2017 season.
- Space Redesign is moving forward. One additional electrical quote is needed, which Vanessa Abraham is diligently working to obtain.

Policy, Personnel & Planning

- A long-time employee, Sharon Coss, recently tendered her notice for retirement. In lieu of a gift, the Trustees will personally make a donation to a charity in her honor.
- There will be a staff-training workshop on December 15, 2016. The focus will be on what to do during a fire and will include fire drills. Fire Chief Steele McCurdy will be present. Other emergency procedures will be reviewed.

Liaison Reports

- The Endowment Newsletter was mailed without issue.
- The new Historical Society Display will have custom wood to match historic library desk. It is being built by Peter Benedict, in coordination with the Library and the Groton History Center.

Library Director

- SirsiDynix *Symphony* will be our new library system and our public catalog will be replaced with SirsiDynix *Enterprise*.
- Digital Commonwealth is available for \$100 per year. We can join through the state of Massachusetts and the Boston Public Library can even do some scanning for us (items such as yearbooks). Digital Commonwealth will host some data, but mostly serves as a gathering point directing people to Mass. digital archives. We could put a pointer to gpl.org for the Town Diaries and the future *Groton Herald* archive.
- There are 7 Life Long Learning classes coming up.
- Groton READS book has been selected: *The Big Burn* by Timothy Egan. Staff has already come up with several great ideas for exciting Groton READS programs.
- The Local Authors Fair took place over Thanksgiving weekend. Future Local Author Fairs will not be held every year and may be planned for other times as turnout was not as high as expected.

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- Overdrive has some new marketing materials to bring people back, now that the collection has increased 70% after the merging of all MVLC Advantage collections into the shared collection, and funding has been increased dramatically to better keep up with holds and demand.
- Security cameras are being set up with live feed to the police, as part of a town grant to have security cameras at all municipal buildings to provide a live feed to police dispatch.

Adjournment: Mark Gerath moved to close the meeting at 8:54pm. Nancy Wilder seconded and the motion passed, 6-0.

Respectfully submitted,

Mimi Dabritz, Secretary

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

1. *Meeting Agenda for December 13, 2016*
2. *Draft Minutes for November 8, 2016 Meeting*
3. *Reports & Statistics for November 2016*
4. *FY18 Library Budget Reports*
5. *FY17-FY21 Capital Requests*