

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**February 16, 2016**

*Approved, Library Trustees, 3/7/2016*

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

Jane Allen, Chair, called the meeting to order 18:58.

**Vote Summary:**

- Mark Gerath moved to accept the January 12, 2016 minutes as amended, Kristen von Campe seconded: Passed 5 – 0.
- Mark Gerath moved to accept the January 26, 2016 minutes as amended, Kristen von Campe seconded: Passed 4 – 0 – 1, Jane Allen abstained.

**Action Items:**

- Mark Gerath to call the representatives of the new Shri Shirdi Sai Baba Temple to thank them for their outreach to the GPL
- Mark Gerath to email Trustee Candidates with the interview meeting date and times
- Kristen von Campe to find past questions used to interview previous candidates
- Vanessa Abraham to call Town Manager to coordinate a Board of Selectmen (BOS) representative in above meeting
- Vanessa Abraham to draft a budget limiting Salary and Wage growth to 2.2%
- Vanessa Abraham to reach out to a Community Preservation Coalition (CPC) representative for the entire wall repair project
- Vanessa Abraham to draft spring town warrant article
- Mark Gerath to ask Lawrence Academy for money to help support the library
- PPP Subcommittee to re-write storm closing policy
- Vanessa Abraham to write a RFP for the Space Planning project

**Meeting:** As above, minutes from the January 12 and January 26 meetings approved.

**Groton Herald Archives:** The archive proposal did not meet the grant deadline for applying to the Bruce J. Anderson Foundation for a grant. The full costs are not yet known for this project and the Trustees would like to fully understand the financial implications before taking on this project. The Anderson Foundation representative indicated that this was the type of project they traditionally support. It was decided to wait until the next grant cycle, which would give Susan Olson more time to fully understand the condition of the archive and the total costs of the program and present that information to the Trustees.

**Trustee Vacancy:** We have had 4 applications to replace the empty Trustee seat on this Board; one application was withdrawn after the parameters of the process were clearly explained. The Trustees have set a meeting date for February 25 to interview the three remaining candidates. We will ask for a representative from the Groton Board of Selectmen to attend.

**Trust Commissioners Report:** The meeting with the Town Trust Commissioners went well, with the Commissioners agreeing to release up to \$121,000 of GPL Trusts funds to complete infrastructure and phases 1 and 2 of the space reallocation project. The commissioners were impressed with the planning, plans, and architect's presentation for this project.

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#### **Standing Committee Reports**

**Budget and Finance:** The BOS and the Town finance committee are adamant that the town budget should not increase by more than 2.2%. They are also adamant that Public Safety departments should be fully funded, with the result is that other town departments will have to cut their budgets and perhaps cut employee hours or positions. The GPL Budget and Finance subcommittee and the Director are monitoring this situation closely and are continually drafting new budgets to try to meet the guidelines set forth by the BOS, Fin Com and the Town Manager.

The Trustees agreed that a warrant article should be formally drafted to cover the expenses associated with the repair of the front retaining wall. This warrant will cover the costs of repairs to the wall, a new safety fence, and repairing the landscaping.

**Building and Equipment:** Lorayne Black has completed a landscape plan for the front of the building to replace the damage that will be done to the existing landscaping after the above wall repair. She has also drafted a plan for the area abutting the new concrete pad for the drive up book drop. The Trustees liked the designs and will implement them at the appropriate time.

We will present to the Historic District Commission (HDC) our plans for the retaining wall, including landscaping and fencing. We will also present our current plans to have two drive-up book drops installed, and landscaping for the triangle area as well.

**Policy, Personnel, and Planning:** The GPL stayed open after Groton Town Hall closed early due to a snowstorm on February 5, 2016. There was some confusion by staff about the closing process. The Trustees agreed that GPL Director has the final decision making authority to close during storms. The PPP will meet to update the storm closing policy.

**Space Planning:** It was agreed that due to the scope, time commitment, and the technical aspects of implementing the work associated with this project it would be best to hire a general contractor to complete and supervise this project. The Director will be intimately involved in the entire project, due to her vast knowledge of the project but will not have to be concerned about the minutia of supervising multiple subcontractors and vendors.

#### **Liaison Reports**

**GPL Endowment:** The Trustees were enthusiastic about the Mini-Golf program scheduled for Sunday, June 26, as the Summer Reading Kick-off Event. They also approved the extra funding requests to finish out their FY2015 grant.

**Prescott Committee:** Mark Gerath attended the February 6 meeting of the Prescott Re-use Committee only to find out that it did not have any new information or solid proposals, but rather reviewed and solicited more advice.

**Art Committee:** Our Tarbell paintings are on loan to an art gallery in Portsmouth, NH, and will be returned to us in 6 months. They are sadly missed.

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**Directors Items:** January stats are up, continuing a trend that has developed over the last few months. There was an 8% increase in Adult circulation. The Dunstable Library will be closed for a few days to allow repair work to be completed due to damage caused by a burst pipe.

**Adjournment:** Mark Gerath moved to close the meeting at 20:35, Nancy Wilder seconded. Passed 5 – 0.

Respectfully submitted,

David Zeiler, Secretary

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

1. Meeting Agenda for February 16, 2016
2. Draft Minutes for January 12 and 26, 2016 Meetings
3. Reports & Statistics for January 2016
4. Trustee Candidate Letters
5. Second Quarter FY16 Financial Reports
6. Lorayne Black Landscaping Plans