

Groton Public Library Board of Trustees
Final Meeting Minutes
February 20, 2018

Approved, March 19, 2018 Meeting

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

D. Zeiler, Chair, called the meeting to order at 7:03 PM.

Vote Summary

- K. von Campe moved and M. Gerath seconded to accept the January meeting minutes as amended. The motion passed unanimously, with J. Allen and N. Wilder abstaining.
- M. Gerath moved and J. Allen seconded to adjourn the meeting at 8:53 PM. The motion passed unanimously.

Action Items

- V. Abraham will contact other libraries to ask about non-traditional circulating items.
- V. Abraham will give permission for the Operation Gratitude program to be held at the library.
- N. Wilder will continue her work on the National Historic Register designation application.
- V. Abraham will poll the staff about promotional items they think might be popular with the GPL's patrons.
- K. von Campe and N. Wilder will be volunteer hosts on 3/25 for the Market Basket event at the library.
- K. von Campe will serve on the Hygge panel on 3/6 with V. Abraham and others which will be broadcast on the local cable channel.
- N. Wilder will deliver the caned chair to Bel Castro for repairs.

Trustees' Calendar

The library will have no warrant articles for spring town meeting.

Building Envelope Assessment Findings

The results from the recent professional building envelope assessment recommends a large-scale project to re-do all roofs, snow and ice shields, snow guards, skylights, gutters, and downspouts. A discussion ensued on the scope and cost of the project and how it could potentially be funded. Insurance, town funding, and CPC funding were all discussed. Trustees brought up a lot of questions and concerns and decided as a next step to request from the consultants a more thorough breakdown of the project (both the work and the cost) with further analysis, before presenting these findings to the Town Manager and the

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Board of Selectmen. There is still an in-person presentation included in GRLA's project scope that we could use with one of these meetings.

Standing Committee Reports

Budget and Finance:

The joint Finance Committee and Board of Selectmen meeting discussion of the library budget went well and was relatively short. Overall, the feedback on the library and its programs and hours was very positive and our budget was well-received. Ongoing union negotiations will have an impact on the final FY19 budget figures, but are still unknown.

Building and Equipment:

The reconfiguration of the teen and staff work areas is now complete except for a few pieces of metal shelving that are expected to arrive any day. The third floor reference desk is getting a lot more circulation activity because of the relocation of the teen area to that floor. The mid-level is also seeing a difference in its usage as more people choose to settle into that floor's seating areas (now that they can see them.) The mid-level browsing area improvements phase of the project is now beginning.

Policy, Personnel, and Planning:

V. Abraham reported on a recent incident in the library that involved a patron was verbally abusive to a staff member who felt threatened enough to contact the police. The Trustees advised V. Abraham to ban the patron from the library property per our behavior policy, which had been her recommended course of action as well. Should the patron return, the Director will be responsible for informing him of this decision and was asked by the Trustees to do so in the presence of a police officer.

One of our Sunday staff is leaving after being offered a position with more hours in Wayland.

V. Abraham was approached by a young woman that would like to book a room at the library for an Operation Gratitude letter writing station. This program provides hand written letters to active military so that they receive letters at mail call. V. Abraham suggested setting up her program in the Community Room where she would get the best visibility and patrons could go in and write letters for her to submit to Operation Gratitude. The Trustees agreed that this non-library sponsored program could move forward and V. Abraham will inform her.

Liaison Reports

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Endowment: D. Zeiler attended his first meeting as the new Trustee member of the GPL Endowment and reported that the funds are doing well.

Art Committee: D. Zeiler reported that the new exhibit is art by high school students and that the opening will be on Friday, 3/2 from 3:00-5:30.

National Historic Register: N. Wilder reported that the application process is very thorough and the library needs to submit photos that are very specific as well as floor plans and a great deal of other very detailed material that they require. This is going to be a long process and once the file is considered complete, it will take an estimated two to three more years to receive the designation. N. Wilder and V. Abraham will continue to work at this and will reach out to see if they can find a photographer that can take the photos requested.

Other Business

Circulating Art

M. Dabritz shared information on the Manchester, NH, Public Library's art print borrowing system and shared photos of how they display their art, which takes a good deal of wall space. She reported that their numbers are not too impressive. A discussion ensued on other suggestions for non-traditional circulating materials that had been considered by the GPL in the past including board games, cake pans, and tools. V. Abraham offered to poll other libraries about art prints and other non-traditional circulating items and whether they have found success circulating them.

Promotional t-shirts

M. Dabritz looked into promotional t-shirts for the library and got pricing information, if the GPL is interested in ordering some for either a fund raiser or as giveaways. V. Abraham will discuss promotional items with her staff and get their feedback to see if they think these t-shirts or other items would be popular with GPL patrons.

Library Director

The great news in the monthly statistics is that both circulation and program attendance are up. K. von Campe and N. Wilder agreed to host the March 25th Market Basket program in V. Abraham's absence.

V. Abraham also needs another panel member for the Groton Reads Hygge program on 3/6. K. von Campe volunteered.

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V. Abraham reported that the library has been busy repurposing unneeded items, donating three carts to the Groton Middle School Library, and weeded materials to the More Than Words organization. The Groton Business Association meeting held at the library was a big success and networking opportunity. The Bruce J. Anderson grant for FY19 has been submitted.

Upcoming Meetings: Trustees: March 13, April 10, May 8. Spring Town Meeting is Monday, April 30th, and Town Election is Tuesday, May 22.

Adjournment: M. Gerath moved and J. Allen seconded to adjourn the meeting at 8:53PM. The motion passed unanimously.

Respectfully submitted,

Kristen von Campe, Secretary

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

- 1. Meeting Agenda for Feb. 13, 2018*
- 2. Draft Meeting Minutes, Jan. 9, 2018*
- 3. Report & Statistics for Jan 2018*
- 4. 2017 Annual Report to Town*
- 5. Letter, Mass. Historical Comm.*
- 6. FY19 CPC Application*
- 7. FY19 Bruce J Anderson App.*
- 8. Business Resources for GBA*
- 9. Building Envelope Assessment*