

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**February 21, 2017**  
*Approved Trustees 3/20/17*

**Attending:** Jane Allen, Mimi Dabritz, Mark Gerath, Kristen von Campe, and Nancy Wilder. Vanessa Abraham arrived at 6:55pm.

**Absent:** David Zeiler

Jane Allen, Chair, called the meeting to order 5:30pm.

The meeting began with guest Kate Harper, executive coach, in attendance. The Trustees openly discussed their goals for the outcome of the coaching session with Library Director, Vanessa Abraham.

After the discussion with the executive coach, the Trustees reviewed proposed changes to the Library Director's contract and presented the agreed upon changes and a counter proposal to Vanessa Abraham, who joined the meeting at 6:55pm.

**Vote Summary:**

- Kristen von Campe moved to accept the minutes as amended. Mark Gerath seconded and the motion passed, 5-0.
- Kristen von Campe moved expend up to \$4,000 from the gift fund to cover carpeting for the lobby and stairs to make the difference between the town's money and total cost of the carpet quote. Mark Gerath seconded and the motion passed, 5-0.

**Action Items:**

- Vanessa Abraham to ask Tom Delaney if the DPW has a granite piece that could be used for new sign post to replace the existing wood post out front.
- The Policy, Personnel, and Planning sub-committee will meet to discuss official policy on waiving fees if the Charter amendment on this issue is adopted.
- Nancy Wilder will compare the proposed Library Director's contract to the accountant and town manager for alignment and to see if any other language needs to be updated.

**Budget and Finance:**

- The Finance Committee and Board of Selectmen met on the January 28<sup>th</sup> to discuss the FY18 budget. The 0% increase scenario was taken off the table by Selectman Barry Pease.
- Vanessa Abraham shared that Mark Haddad communicated at the most recent department heads meeting that the town will be \$175,000 under the levy limit.

**Building & Equipment: Policy, Personnel, and Planning:**

- Jane signed the FY18 applications to the Community Preservation Committee and they were submitted. There will be a public hearing on February 27th at 7pm. Proposals will be reviewed at 7:10pm. Trustees will attend if available.

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- Space redesign update: Christopher Cahill Company will not be able to provide services as originally planned. Platt Builders is pleased to do the work and is ready to begin the project when we are. There will not be a significant change in the project budget. Platt Builders' original quote for the teen space project was \$25,000, with additional expense for electrical and painting. Halsey Platt will provide a new quote for the addition of 2 custom workstations for the computers in the historic foyer. It was agreed that the Jane Allen and David Zeiler, in combination with key staff, could decide on furniture design and will engage the Art Committee if needed.
- Carpet update: The carpet has been selected. The stairs and lobby will be an additional \$4,550. The benefit of re-carpeting the stairs at this time is that all the carpet would be purchased from the same dye-lot. Town capital is \$42,645 for the project and the current quote is under budget by \$2,071. It was discussed where we should get the additional funds and it was agreed upon that the monies would be taken from the Gift Fund.
- The New Part-time Library Assistant will start on February 28<sup>th</sup>.

**Liaison Reports:**

- GPL Endowment: The Endowment Committee met on January 25<sup>th</sup> to discuss funding approvals. Approval was requested from Endowment to use some of the upcoming summer reading funding for a charity-incentive related to the theme "Build a Better World." Instead of only giving participants small prizes, it was proposed that for a certain number of books read, a small donation to a charity would be made. The 'earned' donations would be tracked and a check sent to the charity at the conclusion of summer reading for all 3 programs.
- Nancy Wilder provided an update on the project to add the Groton Public Library to the National Register of Historic Places. We will need to write a letter and send new pictures of the inside and outside of the library to the NRHP. It is estimated the process will take between 18-24 months from submission to approval. The Groton Historical Commission is meeting on Thursday and member Bob DeGroot will communicate to the rest of the group that the Groton Public Library is formally starting the process to be added to the register.

**Director's Report:**

- There is a Town Operational Audit being conducted by the Matrix Consulting Group. The audit began in January and will be completed in 100 days. Vanessa has met with the president, Richard Brady, and discussed the organizational chart, staffing and the big picture for the Groton Public Library. He is meeting with the Chair of the Trustee Board, Jane Allen on Thursday morning. Matrix will provide an assessment to see if we could be using our technology or space more effectively.

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- Groton Reads: The event programming kicked off with a visit from Smokey the Bear. A talk by Ted Zalewski, performing as Teddy Roosevelt, will take place on Sunday.
- *Around Town* with Jane Bouvier will come to the library on March 9<sup>th</sup>.
- ILS Update: Central site is getting trained and will begin training Groton Public Library staff mid-April on the new system coming in May.
- The Second Quarter FY17 Financial Reports were reviewed.
- June Johnson's Book Discussion was well received. The book was, *Are We Born Racist?* This was a 4-week program. Feedback from participants was that people liked the meaty discussion on tough topics. If we think there's a book that we think would be good for the community to discuss, June would be open to it returning.
- Waiving Fees: The Policy, Personnel and Planning Committee will write-up an official policy and add it to the policy manual if the Charter amendment regarding waiving fees is adopted.

The meeting was adjourned at 8:13pm.

Respectfully submitted,

Mimi Dabritz, Secretary

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

1. *Meeting Agenda for February 21, 2017*
2. *Draft Minutes for January 10, 2017 Meeting*
3. *Monthly Reports & Statistics for January 2017*
4. *Updated Carpeting Quotes*
5. *Space Redesign Updated Docs*
6. *FY18 Library Budget Reports*
7. *FY17 Second Quarter Budgets*
8. *2016 Annual Report to Town*
9. *CPC Applications for FY18*