

**Groton Public Library Board of Trustees**  
**Final Meeting Minutes**  
**March 19, 2018**

*Approved, April 9, 2018 Meeting*

**Attending:** Kristen von Campe, Mimi Dabritz, Mark Gerath, Nancy Wilder, and Vanessa Abraham. **Absent:** Dave Zeiler. M. Dabritz left the meeting at 7:20 PM.

M. Gerath called the meeting to order at 7:00 PM.

**Vote Summary**

- J. Allen moved and N. Wilder seconded to accept the meeting minutes of February 20<sup>th</sup>. The motion passed unanimously with J. Allen abstaining.
- J. Allen moved and N. Wilder seconded to accept the change to the Library Use and Behavior Policy. The motion passed unanimously.
- J. Allen moved and N. Wilder seconded to accept the FY19 Holiday and Early Closing Policy. The motion passed unanimously.
- J. Allen moved and N. Wilder seconded to approve up to \$400 from LIGMEG to send six staff to an all-day safety and security training class. The motion passed unanimously.
- J. Allen moved and N. Wilder seconded to adjourn the meeting at 8:13 PM. The motion passed unanimously.

**Action Items**

- V. Abraham will set a meeting with Mark Haddad to discuss the building envelope report.
- K. von Campe and N. Wilder will meet with Deb Dowson on Saturday to receive instructions on hosting the Sunday Market Basket program.
- N. Wilder will reach out to the Historic District Commission for a photographer referral for National Historic Register photographs.
- V. Abraham will poll the Trustees about rescheduling the April Trustees Meeting.

**New Business**

**Ayer Library Trustees Director Search Committee Meeting**

V. Abraham and K. von Campe met with 4 of the Ayer Library Trustees to offer them assistance in hiring a new library director. K. von Campe presented the process the GPL used five years ago including how the search committee was formed, interview questions used, where the job was posted, and an in-depth description of the duties of the library director. V. Abraham provided them with more information they requested about her relationship with the Trustees and how and when they communicate with each other. The Ayer Trustees were very appreciative for the help.

**Town Department Heads Meeting**

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V. Abraham reported to expect a long and multiple session Spring Town Meeting as topics include the new Senior Center, recreational marijuana, the Prescott building, and the Florence Roche elementary school. She also reported that the Town Hall/Library union contract is still in negotiation, which prevents the Library from finalizing the budget. V. Abraham also reported that a few line item transfers would be taking place in the library budget to handle some minor salary and wage changes.

**Standing Committee Reports**

**Policy, Personnel, and Planning:**

In light of last month's murder at the Winchester library, coupled with a recent patron incident at the GPL that made the staff uneasy, the GPL staff reviewed the Library Use and Behavior Policy and suggested a slight change. J. Allen moved and N. Wilder seconded to approve said suggested change and the motion passed unanimously.

The draft holiday and early closing schedule for FY19 was presented. J. Allen moved and N. Wilder seconded to approve the draft schedule as amended. The motion passed unanimously.

V. Abraham reported that Geri Perry submitted her resignation letter and will be retiring (for the second time) as of August 31<sup>st</sup>, with a willingness to stay on and fill in when needed. V. Abraham would like to split this position before posting it as more flexibility is needed in the Children's Room.

**Budget and Finance:**

The second State Aid letters came out and the GPL has received just under \$19,000 for this year.

M. Dabritz left the meeting at 7:20 PM.

Warren Graham, the "Black Belt Librarian," will be offering safety training in the Boston area in May. V. Abraham offered to send staff and six volunteered for this all-day training session on work security and how to best handle public workplace issues. J. Allen moved and N. Wilder seconded to approve up to \$400 from LIGMEG to cover the cost of this training. The motion passed unanimously.

**Building and Equipment:**

GRLA Building Envelope Sciences got back to Vanessa with the broken-down costs she requested. Chris from GRLA expressed how much he enjoyed working on our project and would be willing to work with a priority list to repair some items and replace others.

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Creating this priority list would require an estimated additional \$5,000. M. Gerath proposed that the Budget & Finance and the Building & Equipment Committees talk with M. Haddad about the GRLA original proposal as a first step. A second step is to bring in the GRLA assessment to the Selectmen for the final presentation they owe us if warranted. The Trustees agreed not to spend an additional \$5,000 with GRLA at this time.

V. Abraham reported that the new vestibule doors were in and look very good. The Trustees made a trip to the third floor to see them after the meeting.

V. Abraham reported on the space redesign project that YA Librarian's desk is in. Jim Allen did a phenomenal job retrofitting it and Deb is very happy. There are still a couple pieces of shelving that has not come in. Once it is in place, the first phase will be 100% complete and the Trustees will invite the Commissioners of Trust Funds to tour the finished space.

**Liaison Reports**

**Endowment:** A draft of the FY19 endowment requests will be presented at the April GPL Trustees meeting.

**Art Committee:** The GPL received a donation check and thank you note from Artist Wendy Prest, who sold several pieces of art at her recent show in the gallery.

**National Historic Register:** N. Wilder spent several hours researching and will contact the Historic District Commission hoping they will be able to help us with a referral to a photographer.

**Circulating Art Prints:** Prior to leaving the meeting, M. Dabritz reported on her research on circulating art prints. She reported that only one library that loaned them was positive about it. Every other library contacted that circulated art felt they weren't worth the investment and the space they took up in the library. The Trustees agreed to stay open to non-traditional circulating items and continue to discuss them as they come up. The GPL has had success with the seed library, circulating basketballs, and wi-fi hot spots.

**Library Director**

V. Abraham reported that the Boston School Art program registration is almost up to 60 people already. Each of the five sessions will have its own sign up.

Renew by phone service will be a new feature the GPL will be offering. Other libraries have found it to be very popular especially with their older patrons.

Russ Harris brought over the first 20 years of the Groton Herald. Their condition due to being folded and rubber banded was not optimal, but many of our copies were bleached on

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the front cover and are also not optimal. Susanne creatively used a combination of our copy and the Groton Herald's copy to get the best paper edition to assist in digitizing and scanning properly. The company in Marlborough now has these and the first phase should be complete in just a few weeks.

The GPL will be live streaming the royal wedding starting at 6:30 AM on Saturday, May 19<sup>th</sup>. It's the Library's earliest program start ever.

The new CD packaging looks attractive, is less noisy, and takes up less space on the shelves.

V. Abraham was happy to report that the stats for February were very good, particularly for YA. Deb Dowson had the best Winter Reading Program ever this year. OverDrive statistics are also impressive and accurate non-resident circulation statistics are now available on the monthly report.

The Mystery Writers Group meeting in the Library will become a library group that meets every other week. They are calling themselves "The Bodies in the Library."

**Upcoming Meetings:** Trustees: April 10, May 8, and June 12. Spring Town Meeting is Monday, April 30<sup>th</sup> and Town Election is Tuesday, May 22. K. von Campe requested that the April 10<sup>th</sup> meeting be changed as both she and N. Wilder have a conflict that evening. V. Abraham will poll the Trustees for another date.

**Adjournment:** J. Allen moved and N. Wilder seconded to adjourn the meeting at 8:13 PM. The motion passed unanimously.

Respectfully submitted,

Kristen von Campe, Secretary

Documents Distributed for Use by the Trustees at the Meeting:

1. Meeting Agenda for Mar. 13, 2018
2. Draft Meeting Minutes for Feb. 20, 2018
3. Building Assessment Additional Docs
4. Report & Statistics for Feb 2018
5. Draft FY19 Holiday & Early Closing Schedule
6. Five Years MVLC OverDrive Stats