

Groton Public Library Board of Trustees
Final Meeting Minutes
March 20, 2017
Approved, April 11, 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 at 7:02pm.

Vote Summary

- Kristen von Campe moved to accept the minutes as amended. Nancy Wilder seconded and the motion passed, 5-0 with David Zeiler abstaining.
- Mark Gerath moved to approve the holiday and early closing schedule for FY18. Nancy Wilder seconded, and the motion passed, 6-0.

Action Items

- Nancy Wilder to send the revised Library Director Contract to Melisa Doig, Human Resources Director, Town Hall.
- Vanessa Abraham to begin ongoing effort to summarize the impact that adding Sunday hours would have on library programming and the community.
- Vanessa Abraham to contact Century Carpet and order the carpet.
- The Policy, Personnel & Planning committee to review the 3D Printing Guideline proposed by Vanessa Abraham and set up meeting to discuss.
- Vanessa Abraham to research bench/plaque options and initiate contact with the family involved.
- Vanessa Abraham to request a quote from National Library Relocations about moving the collections during the re-carpeting project.

Budget & Finance

- Mark Gerath provided a summary of the Finance Committee meeting on March 7th. The committee approved the additional \$665, and the transfer from expenses to wages was approved. Selectman Barry Pease recommended via email to the Library Board of Trustees that we go beyond statistics and focus on stories about the impact to the community that Sunday hours has had and will continue to have if approved at Town Meeting.

Building & Equipment

- The Community Preservation Committee has communicated that if all projects are approved at Town Meeting then they have the money in their budget to fund the projects. New this year, the CPC requests will be rated on a scale from 1-5 based on merit, which will be presented at Town Meeting.

- Space Redesign Update: Halsey Platt, of Platt Builders, will send Vanessa an updated quote later this week for Phase 1, which will include the cost to build and install custom computer stations and other work. Keith LaValley is coming back on April 3rd and will start some of the electrical work. Peg Lorenz is onboard to do painting.
- Carpeting update: Century Carpet has agreed to store our carpet at their facility until we are ready to install it. It doesn't look like the library will need to be closed during the carpeting phases. The total cost went up by \$655.25 due to the inclusion of the staff area. Slightly over \$3000 will need to be taken out of gift fund to cover the cost of the added re-carpeting of the stairs, landings, and lobby, but this is under the \$4000 that was approved last month.
 - National Library Relocations may come in to move the books off the shelves to re-carpet areas; Vanessa Abraham to obtain a quote.

Policy, Personnel, & Planning

- A library patron recently communicated to a member of the board that current issues of certain magazines were frequently unavailable to be read in the library due to the decision to circulate them. Vanessa Abraham offered to order duplicate copies and dedicate one copy to be unavailable for circulation. Another suggestion was to consider purchasing a large iPad that could be used to read e-Subscriptions of magazines while in the library.
- The Board discussed the topic of memorial donations made to the library.
- The FY2018 Holiday & Early Closing Schedule has been revised now that Sunday hours have been approved.

Liaison Reports

- Endowment: The board reviewed the Draft FY18 Requests.
 - The idea of a charging station in the teen space was discussed. Vanessa Abraham or delegate will research options.
- Nancy Wilder will continue to research the National Register of Historic Places and what needs to be done to add the Groton Public Library.
- Nancy Wilder will send the revised Library Director's Contract to Melisa Doig, Human Resources Director, Town Hall, for a final review.

New Business

- Jane Allen met with Matrix Consulting on behalf of the library. Survey/Questionnaires will be sent to staff and townspeople.
- The Board discussed the use of the 3D Printer and a recent request that was fulfilled. The Policy, Personnel & Planning Committee will meet to review a guideline for use proposed by Vanessa Abraham.

Library Director Report

- Spring Town Meeting is scheduled for April 24th. Town Manager Mark Haddad predicts it will span between 2 to 4 nights.

- Library News & Reports: a YA Summer Reading Assistant has been hired.
- Hardware on the main library doors requires replacement. We are waiting for a cost estimate.
- Security cameras are up and running. The system holds footage for 48 days.
- An air-pump was purchased to re-inflate the basketballs as they have received a lot of use!
- An additional Mini-Llama lounge was added on Thursdays for a regular group of teens.
- Leroy Johnson will deliver a program to discuss Groton Fire of 1941 on April 23rd at RiverCourt. This event will conclude the Groton Reads program.
- Overdrive use has been up 30% every month since all MVLC collections were merged in October.
- Circulation workroom is getting cleaned up. Several books and 2 old e-readers have been donated to the middle school library.
- Monthly Reports & Statistics were reviewed. The topic of increasing the number of renewals an individual is allowed per item was discussed.

Meeting was adjourned at 8:59pm.

Respectfully submitted,

Mimi Dabritz, Secretary

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

March 20, 2017 Meeting Agenda;

Feb 21, 2017 Draft Meeting Minutes;

FY18 Revised Budget approved by FinCom 3.15.17;

Feb 2017 Monthly Reports & Statistics;

FY18 Draft Holiday Schedule;

FY18 Draft Endowment Request;

Draft Spring Town Meeting Warrant date 3.7.17;

Rev Abraham Contract FY18-20