

Groton Public Library Board of Trustees
Final Meeting Minutes
March 7, 2016
Approved, April 19, 2016 Meeting

Attending: Jane Allen, Mimi Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, Dave Zeiler, & Vanessa Abraham

Jane Allen, Chair, called the meeting to order 18:45.

Welcome: The Trustees congratulated Mimi on her appointment to the Board earlier in the evening by the Board of Selectmen and look forward to her insights and participation in future Trustee actions. Mimi was unable to be sworn in by the time of this meeting, but will do so before the next meeting.

Vote Summary

- Mark Gerath moved to accept the February 16, 2016 minutes as amended, Kristen von Campe seconded: Passed 5 – 0
- Mark Gerath moved to accept the February 25, 2016 minutes as amended, Kristen von Campe seconded: Passed 4 – 0 -1 Nancy Wilder abstaining
- Mark Gerath moved to accept the FY2017 Holiday and Early Closing schedule as amended to exclude footnotes, Kristen von Campe seconded: Passed 5 – 0
- Mark Gerath moved to approve the hiring of a custodian jointly with the Groton DPW, to work 3 hours per week at the Library, pending approval by the Groton Board of Selectmen (BOS), Kristen von Campe seconded: Passed 5 – 0
- Mark Gerath moved that up to \$10,000 from LIG/MEG be allocated to pay for the services of a General Contractor for the Library Space Reallocation Project, Kristen von Campe seconded: Passed 5 – 0
- Mark Gerath moved that the Library be closed on Thursday, May 19 from 10AM to 12PM for staff training (NoveList, a readers advisory system), to be funded by \$400 from the Gift Fund, seconded by Kristen von Campe: Passed 5 – 0

Action Items

- Mark Gerath to report to Peter Cunningham about Gerath's conversation with Lawrence Academy regarding voluntary donation to GPL
- Nancy Wilder to plan staff appreciation
- Vanessa Abraham to inform the Finance Committee that the Trustees expect the Town to pay for Sunday hours
- Vanessa Abraham to begin Hoopla (ebook/evideo/emusic service) subscription
- Vanessa Abraham to investigate banners across Main Street and a better sandwich board to promote GPL activities
- Vanessa Abraham to ask Tom Delaney about recommendations for a local General Contractor for our Space Reallocation Project

Meeting: As above, minutes from the February 16 & 25 meetings approved. Notable action item report from previous meetings was that Mark Gerath spoke with Susan Hughes, Senior

Assistant to the Head of Lawrence Academy, and reported that Lawrence Academy is not in the position to donate more to the Town (specifically the GPL) than they currently have budgeted.

Filho's / GPL Phone: The Reference Staff report that they receive phone calls directed to Filho's, even if the caller has dialed the number correctly. The problem has existed in the past, but seems to be becoming more prevalent. Numerous calls to Verizon to try to rectify the problem have been logged. GPL staff will start a list of errant calls received.

Shared Custodian: Tom Delany, DPW director, spoke about an opportunity to share a custodian position with the GPL. He is looking to make a full-time Contractor (Jen Wade) into a full time employee in FY17. He proposed sharing the position with the Library's need for 3 hours of custodial service on Saturday each week at the GPL in the job description of this new position. The Trustees agreed that we need such a position (due to staff turnover) and that Mr. Delany's proposal to "share" a position would be beneficial to the fiscal health of the Town and to the maintenance of GPL. As above, the Trustees approved this proposal, pending BOS approval.

Standing Committee Reports

Budget and Finance: Mark Gerath and Vanessa Abraham reported on the latest BOS and Fin Com machinations regarding FY2017 budget. Our latest options are: 1) Cut Autumn and May Sunday hours, which would require an increase in the materials line item to fully fund 16% of the budget or 2) Cut all Sunday hours if there is a 0% budget increase. The Trustees agreed that Gary Green, Chair of the Fin Com, should be informed the GPL cannot and will not fund Sunday hours out of LIG/MEG as these hours are demanded by the citizens of Groton and these are core wages that need to be met by the Town.

Building and Equipment: As above, Trustees voted to appropriate moneys to hire a General Contractor for the Space Reallocation Project, due to the time demands and special skills required to ensure a smooth completion of such a project. Also, the Children's Room Staff would like to make some changes to the seating and computer desks in that room. The Trustees agreed that some changes will be needed in the room, but unfortunately there is no money currently to complete such changes and they would be included in another phase of space reallocation.

Policy, Personnel, & Planning: The Groton IT department approached the GPL offering to provide security cameras, free of charge to the GPL. The cameras will be bought, installed, and maintained through the Groton IT budget. The Trustees agreed that camera coverage of all 5 exits would be beneficial for security, but also unanimously agreed that there should be no cameras on the interior of the GPL. The Trustees also agreed that there was no need for live monitoring of the cameras and that an electronic card reading entry system is not necessary. As above, the Trustees voted to close the GPL for 2 hours on Thursday, May 19, 10-12, for an all-staff workshop on NoveList, a reader advisory service, with funding coming from the Gift Fund. As above, the FY2017 Holiday and early closing schedule was approved. It was thought that it was not necessary to add footnotes detailing the rationale behind the dates chosen for Holidays and early closure.

Liaison Reports

GPL Endowment: The Trustees of the GPL agreed with the direction of the draft FY2017 Grant requests, but as above, thought that requests for funding for children's room furniture was not appropriate at this time. The Trustees thought that it would be wise to have the Endowment provide an extra special element in the Space Planning process.

Library Legislative Breakfast: Jane Allen, Dave Zeiler, and Vanessa Abraham attended this breakfast at the Pepperell Library. The Mass. Board of Library Commissioners provided a well-organized and forceful handout detailing the budget cuts public libraries and their support systems have suffered since the 2008 recession and the attending library staff and supporters made it clear to the elected officials in attendance that they would like to see better funding for libraries.

Art Committee: There was some discussion of changing the wording of the Art Committee policy to allow Susanne Olson to become a member of the committee; but upon review, she can be welcomed to the committee as an ad hoc member, as have other staff members in the past. Susanne has been extremely helpful in color and fabric selections in the past and we welcome her continued input into the design and look of the GPL.

Directors Items: The Trustees, based on data supplied by Vanessa Abraham and with the opinion of her team, have agreed that the GPL should not renew our subscription to Recorded Books OneClick and should rather subscribe to Hoopla as above. Hoopla is a pay-per-use model and we have agreed that there should be limits to the number of download per patron until we understand what our usage will be. Vanessa Abraham also brought in an example of a Wireless Hot Spot provider and the Trustees agreed that we should purchase 5 of them to loan to patrons. Vanessa Abraham also reminded the Trustees that she and Susanne Olson will be at the Public Library Association National Conference in Denver, CO, April 6-9.

Adjournment: Mark Gerath moved to close the meeting at 20:45, Kristen von Campe 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 March 7, 2016
2. Draft Minutes for February 16 and 25, 2016 Meetings
3. Reports & Statistics for February 2016
4. FY2017 Draft Endowment Requests
5. Draft FY17 Holidays & Early Closing Schedule
6. Art Committee Charter & Susanne's Background
7. Info. about Other Libraries Circulating Hot Spots
8. Recorded Book OneClick Statistics