

Groton Public Library Board of Trustees
Final Meeting Minutes
April 11, 2017

Approved, May 16, 2017 Meeting

Attending: Jane Allen, Mimi Dabritz, Kristen von Campe, Nancy Wilder, David Zeiler, and Library Director Vanessa Abraham.

Absent: Mark Gerath

Jane Allen, Chair, called the meeting to order at 7:06pm.

Vote Summary

- Kristen von Campe moved to accept the minutes as amended. David Zeiler seconded and the motion passed, 5-0.
- Kristen moved to approve \$1,500 from LIG/MEG to replace the existing (expired) AED and provide a wall case and sign. David Zeiler seconded, and the motion passed, 5-0.
- Kristen moved to approve the final version of the Endowment Trust request for FY18. David Zeiler seconded, and the motion passed, 5-0.

Action Items

- Nancy Wilder to plan the details of the staff appreciation brunch.
- Nancy Wilder to take pictures of the 1893 building for National Register of Historic Places and draft letter.

New Business

Action items from the March 20, 2017 meeting were reviewed, as were the upcoming events on the calendar. Staff appreciation day is coming up and preliminary plans were discussed.

Budget & Finance

- No updates

Building & Equipment

- Space redesign: The updated quote from Platt Builders was reviewed. Vanessa Abraham will discuss the cost for the laminate counters with Platt, as it came in slightly higher than anticipated. The Building & Equipment subcommittee will meet and review the quote in detail before Vanessa Abraham signs.
- Main door replacement hardware: We will likely have an extra \$2,500 from the FY17 operating budget to pay for the hardware.
- AED replacement: The current equipment is 13 years old. The trustees agreed that the cost of the replacement should come from LIG/MEG. Vanessa to raise the possibility of the Recreation Department housing a second "sports" AED on the 1st floor of the library.

Policy, Personnel, & Planning

- A total of 18 individuals applied for the shelver position; interviewed 4 individuals.

Liaison Reports

- GPL Endowment update: Reviewed the FY18 Grant Requests. Standing charging station was eliminated and a cord bank will be used in its place.
- Art Committee update: The Groton Historical Society Foyer Display is done. It will be placed on the historic desk – Thursday.
- GPL on National Register of Historic Places: Actual photos need to be submitted in addition to formal letter from Library Director or Chair of the Trustees is needed. Nancy Wilder to take pictures and have them printed – focus on the 1893 building / 3rd floor.
- Director's Contract: The comments from Melisa Doig, Human Resources Director for the Town of Groton, were discussed and it was decided that the contract would be left as-is. The contract was signed and Vanessa Abraham will scan it and send it to Melisa Doig.

Library Director Report

- Updates related to the security cameras, the Bruce J. Anderson Grant Timeline, and an exciting potential Guest Speaker were discussed.
- MVLC update: The credit card policy was approved. GPL staff has started training and is looking forward to the system changeover.

Meeting was adjourned at 8:47pm.

Respectfully submitted,

Mimi Dabritz, Secretary

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

- *April 11, 2017 Meeting Agenda*
- *March 20, 2017 Draft Meeting Minutes*
- *March 2017 Monthly Reports & Statistics*
- *FY18 Endowment Request*
- *Door hardware replacement quote*
- *AED replacement quote from Groton Fire Dept.*