

Groton Public Library Board of Trustees
Final Meeting Minutes
April 19, 2016
Approved, May 10, 2016

Attending: Jane Allen, Mimi Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler, and Vanessa Abraham. Guest: Susanne Olson

Jane Allen, Chair, called the meeting to order 19:00.

PLA Conference Highlights: Susanne Olson, Reference Librarian, reported on her recent trip to the Public Library Association (PLA) National Conference with Vanessa. She was excited to have been with her colleagues from around the U.S. and to have sat in on some inspirational panels. One of the “hot topics” from the conference was data driven collection management, which mines the data gathered by libraries to “right size” and hone a collection – Susanne was excited to use this method on the GPL collection. Digital content was another interesting topic, with speakers offering advice on what content to provide, how to manage it, how to promote it to the public and even advice on specific media, such as PlayAway which is pioneering highly secure devices with content aggregation for Military personnel.

Vote Summary:

- Kristen moved to accept the March 7, 2016 minutes as amended, Mark seconded: Passed 6 -0
- Kristen moved to accept the March 29, 2016 minutes as amended, Mimi seconded: Passed 5 – 0 -1; Mark abstained
- Mark moved to communicate to the Town Manger the changes to the GPL Warrant Article for Town meeting to a total of \$40,000, subject to itemized details showing the retaining wall replacement process can be completed at that cost, Kristen seconded: Passed 6 – 0
- Mark moved to accept the Library’s FY2017 Grant Request to Groton Public Library Endowment Trust, Kristen seconded: Passed 6 – 0
- Mark moved to provide \$175 from the Gift Fund to provide dinner and lunch for staff and volunteers who will work on the Mini-Golf event, Kristen seconded: Passed 6 – 0

Action Items:

- Vanessa to call Peter Macy regarding the Flag dedication ceremony
- Vanessa to create a spreadsheet for the total costs of the retaining wall replacement project, itemizing the various components of the project
- PPP to continue reviewing the policies and procedures of our meeting room use and closing the GPL due to weather
- Nancy is to work on coordinating the Staff Appreciation Breakfast

Meeting Minutes: As above, minutes from March 7 & 29 meetings approved.

Flag Dedication Ceremony: Vanessa reported that Groton resident and veteran, Peter Macy is excited to present to the GPL a U.S. flag which has flown over the Capital in Washington, D.C. A ceremony is being planned, included singing Girl Scouts. We are hoping for a decent turn out on Friday. Chair Jane Allen will accept this generous donation.

Groton Public Library Board of Trustees
Final Meeting Minutes
April 19, 2016
Approved, May 10, 2016

Playground Road: We still have not heard any specifics about the Parks Commission's rationale to close Playground Rd. The Trustees of the GPL are strenuously opposed to the closure of this road to vehicular traffic as it would have a huge, negative impact on our patrons.

Building and Equipment: We now have two quotes from contractors to replace the retaining wall with engineered blocks, one of which is a new, hi-tech product that is easier to install than a traditional wall of real rocks or engineered blocks. There was some confusion as to the total costs associated with this project, although the quotes are roughly the same. As above, Vanessa will create a spreadsheet of the costs of the two proposals and will highlight individual line item costs. As above, the Trustees approved a change to our warrant for Town Meeting, contingent on the fact that costs are indeed \$40,000. The lights in the parking lot are beginning to fail and GELD has indicated that the fixtures are cost prohibitive to repair and that we should begin to think about replacing all of the lights within the next couple of years.

Policy, Personnel, and Planning: As above, PPP is in the midst of reviewing our meeting room policies as well as our closure policy for inclement weather. They are looking at our stated room capacities, description of the spaces, how to book the use of a room, who can book a room (age limits) as well as other issues regarding room use by patrons.

Liaison Reports – GPL Endowment: There will be enough money left in the FY16 Grant to fund the purchase and installation of two, side-by-side, drive-up custom book returns. The public has spoken that they would like such an option and the GPL Endowment could provide the funds to make this a reality. The GPL Trustees think it would be a great way to spend Endowment money, and Kristen hopes that the Endowment board would support seeing their money spent in such a manner. As above, the GPL Trustees approved the Library's FY2017 Endowment Grant request.

The Art Committee met on March 21. The teen advisory committee likes blue/gray/white as a color scheme for the new teen space, which jibes well with the color palate already selected for the building.

Director's Items: As above, the Trustees approve the expenditure of up to \$175 for food and refreshments for volunteers and staff who will set up and then disassemble the Mini-Golf course in the GPL over the weekend of June 25-26. The Staff, GPL Endowment Trustees, and the GPL Trustees are all excited about this event. Vanessa reported that she is contemplating moving Staff Email hosting to MVLC from the town server as the MVLC system allows for the full utilization of Office 365. When the Trustees heard of the benefits of such a move, they fully supported the idea. Vanessa also reported that she was inspired and motivated by the PLA conference. Both she and Susanne stressed how wonderful it was to meet colleagues from around the country and how the energy of the speakers was infectious.

Adjournment: Mark moved to close the meeting at 20:55, Kristen seconded, Passed 6 – 0.

Respectfully Submitted,

David Zeiler, Secretary

Groton Public Library Board of Trustees
Final Meeting Minutes
April 19, 2016
Approved, May 10, 2016

List of Documents Distributed For Use by the Trustees at the Meeting: Meeting Agenda for April 19, 2016; Draft Minutes for March 7 and March 29, 2016 Meetings; Reports & Statistics for March 2016; FY16 Third Quarter Financial Reports; FY16 Endowment Grant Request for Custom Drive-up Book Returns; FY17 Revised Endowment Grant Request; Updated Retaining Wall Quotes & Request