

Groton Public Library Board of Trustees
Final Meeting Minutes
April 9, 2018
Approved 5/8/18 meeting

Attending: Kristen von Campe, Mimi Dabritz, Mark Gerath, Nancy Wilder, Dave Zeiler and Vanessa Abraham. **Absent:** Jane Allen.

D. Zeiler called the meeting to order at 7:00 PM.

Vote Summary

- M. Gerath moved and N. Wilder seconded to accept the meeting minutes of March 19th as amended. The motion passed unanimously with D. Zeiler abstaining.
- M. Gerath moved and N. Wilder seconded the appropriation of up to \$250 from the Gift Fund for the purchase of new kitchenware for the staff lounge. The motion passed unanimously.
- M. Gerath moved and N. Wilder seconded to close the library on Friday, June 1st from 10-12 for staff training. The motion passed unanimously.

Action Items

- N. Wilder will coordinate the staff appreciation breakfast.
- V, Abraham will invite the Trust Commissioners to view the completed teen space at their next scheduled meeting date.
- V. Abraham will ask other library directors for recommendations on vendors for improving meeting room audiovisual systems.
- The Policy, Personnel & Planning Committee will update the Child Safety Policy.
- The Trustees will recognize Geri Perry's retirement at the Staff Appreciation breakfast.
- V. Abraham will meet with Lawrence from Platt to discuss mid-level circulation desk improvements and the third-floor reference desk renovation.

New Business

George Faircloth from the Board of Directors for the Council on Aging attended in lieu of Kathy Shelp. George stated the proposed new Senior Center is out for bid now. All bids are due 4/19 and the Council on Aging will go to town meeting and hope for a positive vote and a debt exclusion item on the ballot. If approved, building will commence in June.

George distributed the plans with the architect's rendering and the layout of the building and answered the Trustees' questions. Bids are expected to come in at or below 5 million dollars. The plans have already been approved by the Planning Board and the Conservation Commission. The COA is looking for all the support they can get in town.

Standing Committee Reports

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Budget and Finance

There will be a few line item transfers and a \$40,000 capital expenditure for the side walkway. The union contract is still not settled and is going into mediation.

V. Abraham reported that the staff lounge could use a restock of kitchenware as it currently consists of mismatched castoffs from staff. M. Gerath moved and N. Wilder seconded to expend up to \$250 from the Gift Fund for new kitchenware. The motion passed unanimously.

Building and Equipment

A committee of Budget Trustees (M. Gerath, N. Wilder) and a Building Trustee (D. Zeiler) met with Town Manager Mark Haddad and Town Accountant Patricia Dufresne to discuss the results of the building envelope assessment. M. Haddad believes that it makes the most sense to use proven materials that will last to repair the library roof. He may pursue a funding approach that groups the Senior Center, GPL roof, and Highway Department garage together, but made it clear that the Trustees should also pursue other potential sources of funding to help supplement the cost of this project.

Building and Equipment plan to bring in GRLA Building Envelope Sciences to a joint Finance Committee/Selectmen meeting after Spring Town Meeting concludes to give a presentation on the work that needs to be done to the roofing and drainage systems.

V. Abraham reported that the teen room shelving is in and that Deb Dowson is putting the finishing touches on the new teen area. As it is just about complete, Vanessa will now invite the Trust Commissioners to the library at their next meeting to view the new space.

V. Abraham reported that the CPC declined our request to repair the pocket doors in FY19.

This Friday, Vanessa will meet with Lawrence from Platt Builders to discuss mid-level circulation desk improvements and the third-floor reference desk renovation.

V. Abraham reported that it is time to look into upgrading the audiovisual equipment in Sibley Hall. She will ask other library directors for vendor recommendations and work with Jeff Pike to investigate an integrated system for the space.

Policy, Personnel, and Planning

At Friday's staff meeting there was a discussion of the recent overcrowded events at the library and how to ensure this doesn't continue to happen. Starting in FY19, all advertisements for adult library programs will be required to state that space is limited and that registration is required. The staff also discussed proposed changes they would like to see in the Child Safety Policy. The PPP will meet to edit that policy.

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Longtime staff member Geri Perry will be retiring as of August 31st and the Trustees decided to recognize her at the Staff Appreciation event.

Liaison Reports

Endowment: The Trustees reviewed the FY19 grant request.

Art Committee: The work of G-D Art Teachers is currently hanging in the gallery.

National Historic Register: N. Wilder continues to work on preparing the request.

Library Director

Vanessa reported that she and Karen Dunham really enjoyed the PLA National Conference, which was excellent. Both submitted reports on the highlights.

Vanessa asked that the library be closed on Friday, June 1st from 10-12 for staff training. M. Gerath moved and N. Wilder seconded to make it so. The motion passed unanimously.

Other Business

The Trustees discussed a complaint made by a parent about the appropriateness of a YA novel. The Trustees stand behind our policy not to censor and support the staff in upholding this policy.

V. Abraham reported that electrician Keith Lavalley has been at the library quite a bit replacing lights.

V. Abraham will be on vacation next week and when she returns will be resuming her executive coaching work with Kate Harper.

Upcoming Meetings: Trustees: May 8 and June 12. Spring Town Meeting is Monday, April 30th and Town Election is Tuesday, May 22.

Adjournment: M. Gerath moved and N. Wilder seconded to adjourn the meeting at 8:46 PM. The motion passed unanimously.

Respectfully submitted,

Kristen von Campe, Secretary

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

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- Meeting Agenda for April 9, 2018
- Draft Minutes, March 19, 2018
- Report & Statistics for March 2018
- Draft Endowment Grant Requests
- PLA Conference Highlights
- Mass. Lib. System Blog Posting on Groton Reads