

**Groton Public Library Board of Trustees**  
**Final Minutes of the May 16, 2017 Meeting**  
*Approved, 6/13/2017*

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

**Absent:** Mark Gerath

**Guest:** Kate Harper (*in attendance from 7:05pm to 7:25pm*)

Jane Allen, Chair, called the meeting to order at 7:05 pm.

**Vote Summary**

- Kristen von Campe moved to accept the minutes as amended. Nancy Wilder seconded and the motion passed, 5-0
- Kristen von Campe moved to nominate David Zeiler for Chair. Nancy Wilder seconded and the motion passed, 5-0.
- Kristen von Campe moved to nominate Mark Gerath for Vice-Chair. Nancy Wilder seconded and the motion passed, 5-0.
- Mimi Dabritz moved to nominate Kristen von Campe for Secretary. David Zeiler seconded and the motion passed, 5-0.
- Kristen von Campe moved to accept the quote from Platt Builders of \$46,960. Nancy Wilder seconded and the motion passed, 5-0.
- Kristen von Campe moved to accept the 3D printer policy. Nancy Wilder seconded and the motion passed, 5-0.

**Action Items**

- Nancy Wilder and Vanessa Abraham to meet to review the application packet for the National Register of Historic Places.
- Vanessa Abraham to follow up with Peg Lorenz regarding painting the table by Katie's garden.
- Vanessa Abraham to update the CPC application to include Platt Builders.
- Vanessa Abraham to contact the Groton Police Department regarding the recent theft of video games.

**New Business**

Executive Coach Kate Harper provided the Trustees with a midpoint progress summary. It was decided to extend the contract with monthly rather than bimonthly meetings, as there was no increase in expense. Action items from the April 11, 2017 meeting were reviewed, as were the upcoming events on the 2017 calendar. The Officers, Committees, and Liaisons for FY2018 were discussed and agreed upon. It was decided that committee membership would remain the same for the upcoming year.

**Budget & Finance**

- Budget updates from the Town Meeting were discussed.
- The third quarter report was reviewed and we are currently at 74% expended operating budget.

**Building & Equipment**

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- Space Redesign: The quote from Platt Builders was clarified. The \$7,000 for laminate countertops for Susanne's office was revisited, though - due to size and depth and visibility of the desk - it was agreed upon that the existing counter will be repurposed elsewhere. There is, however, the potential to save if we re-evaluate the architect's drawing and make minor adjustments.
- Landscaping: The spring cleanup and grounds maintenance was done. One of the tables near the garden seems to be wearing worse than the other. Vanessa Abraham will follow up with Peg Lorenz about possibly painting the surface.
- Carpeting: The carpet arrived at the warehouse in Ayer. This was verified by a library staff member.
- CPC Grant for Inner Vestibule Doors: Christopher Cahill Construction and Platt Builders both provided quotes. Vanessa Abraham requested \$15K from CPC to cover the cost as it was in the middle of the two quotes. Depending on which vendor we go with, there is the potential for the cost to exceed \$15K. The Trustees said they would approve an additional \$800 from LIG/MEG if necessary.
- CPC Grant for Building Envelope Assessment for 1893 Building: The CPC grant will only cover the costs associated with the structural engineer as they relate to the 1893 part of the building. At the same time, we will utilize the engineer for the rest of the building. The additional cost will not be covered by CPC funds.

**Policy, Personnel, & Planning**

- A new part-time Library Shelver was hired and second new Shelver will start in August to replace the current Shelver leaving then.
- 3D Printer Policy was reviewed and agreed upon.
- The Trustees discussed a recent termination letter that was received.

**Liaison Reports**

- GPL Endowment: Possible uses for FY17 unexpended funds were discussed.

**Library Director Report**

- Symphony goes lives on Thursday, May 18<sup>th</sup>.
- Several video games were recently discovered to have been stolen, so all the discs have been moved safely behind the desk, with only empty cases out on the shelves.

Meeting was adjourned at 8:34pm.

Respectfully submitted,

Mimi Dabritz, Secretary

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

1. Meeting Agenda for May 16, 2017
2. Draft Meeting Minutes for 4/11/17
3. Monthly Reports for April 2017
4. Third Quarter Reports for FY2017
5. Draft 3D Printer Policy
6. Possible Uses FY17 Endow Funds