

Groton Public Library Board of Trustees
Final Meeting Minutes
May 8, 2018

Approved, June 12, 2018 Meeting

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

D. Zeiler called the meeting to order at 7:05 PM.

Vote Summary

- M. Gerath moved and N. Wilder seconded to accept the meeting minutes of April 9th as presented. The motion passed unanimously.
- M. Gerath moved and N. Wilder seconded to approve the FY19 Endowment request. The motion passed unanimously.

Action Items

- N. Wilder is coordinating the staff appreciation breakfast.
- V. Abraham and the Trustees will meet with the Trust Commissioners at 5:00 PM on May 24th to show them the completed third floor redesign work.
- V. Abraham will talk with Jeff Pike and other library directors about the cost of audiovisual system improvements for Sibley Hall.
- 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 Platt Builders now that there is a consensus on the Circulation Desk reconfiguration.
- M. Gerath and V. Abraham will attend the CPC meeting on May 14th to present the building assessment report.
- V. Abraham will investigate further an Eagle Scout request to add 2 little free libraries to the town.
- V. Abraham will contact Jim Allen for a quote on curved bookshelves and 2 new study carrels.
- V. Abraham will prioritize additional FY18 endowment expenditures should there be funds remaining to spend before the end of the year.
- M. Gerath will attend the last Boston School talk and then attend the reception afterwards.

Standing Committee Reports

Budget and Finance

The library's budget items all passed at town meeting. There is still no word on the union contract negotiations, but there should be a progress report at tomorrow's department head meeting.

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V. Abraham distributed financial reports for review and to show the percentage of this year's budget already expended as we approach the end of the fiscal year. Vanessa anticipates no problem with the budget and we are on track. The Trustees were a little confused by the presented QuickBooks report, so Vanessa will put it back in an Excel format which is easier to read and send to Trustees.

One last piece of furnishings has been ordered for the teen space, and will replace the cafe table which will go to the café area.

Building and Equipment

The \$40,000 capital request to replace the crumbling exterior emergency exit stairway was approved at town meeting and current capital for carpeting and exterior lights will be encumbered into the coming year.

The teen area space redesign is virtually complete. There is now a consensus on the circulation desk redesign and V. Abraham will meet with Platt to begin this next project. The trustees toured the midlevel for an explanation of the changes that will be made. The removal of shelving is already getting many comments as staff and patrons are enjoying the views from the many windows that were once obstructed by the tall shelves.

Quotes for study carrels and curved bookshelves have come in high, so Vanessa will contact local custom woodworker Jim Allen for a third quote.

Josh Degen of Earthscape Inc., checked on the Pedestrian Passageway that his company constructed after the new library was built, and quoted \$1,650 for a thorough repair and maintenance of that area. After being assured that this work would not be a conflict of interest for Josh, who is also chair of Groton's Select Board, the Trustees agreed that Vanessa should hire his company to perform this work.

Policy, Personnel and Planning

The PPP needs to schedule a meeting to make suggested staff edits to the Child Safety Policy.

June signups for summer reading will receive fine elimination as they did last year, but only if they register before the end of June. This staff recommendation is based on last year's experience with fine elimination. M. Gerath moved and N. Wilder seconded to waive fines for summer reading participants who register during the month of June. The motion passed unanimously.

Personnel Updates:

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- Geri Perry's 16-hour-per-week Library Assistant position was split into two 8-hour positions as per V. Abraham's request. This will allow more staffing flexibility.
- An internal candidate has been hired for one of the positions - taking on additional shifts each week in Children's.
- The second eight-hour position will be externally posted and will hopefully be filled by the time the summer reading program begins.
- Our shelver Grace is leaving to be a full-time college student this summer and another shelver will need to be hired.

Vanessa was happy to report that the library's first open Sunday in May ever was very busy.

Liaison Reports

Endowment: The FY19 grant request was discussed. The Trustees liked the new format of the request. Part of this year's request is for a GPL website redesign which will be more mobile-friendly and up-to-date. M. Gerath moved and N. Wilder seconded to approve the FY19 Endowment request. The motion passed unanimously.

The Trustees discussed requests for additional FY18 items should there be funds unused. V. Abraham will prioritize these.

Art Committee: The latest opening for the art in wood show was phenomenal with the artist bringing in wood samples and demonstrating his technique on a jigsaw.

The last Boston School talk will be followed by a reception at a private home and we were invited. M. Gerath will attend.

National Historic Register: No report.

Library Director

Vanessa reported that the Acquisitions module for the library catalog will go live by July 1st. This integrated piece of the software will eliminate many extra steps that are currently taken.

Circulation is up and program attendance has also been up over the past month.

Vanessa reported that some controls will be put on the YA tablets after pornographic material was downloaded twice onto the tablets.

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After the success of last year's Homes for our Troops charity donations for summer reading, staff would like to once again have summer reading support a charity. This year's proposed charity is Hungry for Music that puts musical instruments into the hands of underprivileged children. The Trustees were in favor of this suggestion to go along with the summer reading theme of music this year.

Vanessa reported that she met with consultant Kate Harper yesterday and signed the contract for the upcoming year.

Vanessa reported that she will be the Assistant Treasurer of the MVLC for the next two years, which she is happy to report is a much lighter work load. This position will be followed by Treasurer for the following two years.

In April, Deb Dowson just celebrated her 10th anniversary with the library and Jeff Pike celebrated his 20th.

Upcoming Meetings:

- May 24th tour with Trust Commissioners
- Trustees Meetings: June 12, July 10, August 14.

Adjournment M. Gerath moved and N. Wilder seconded to adjourn the meeting at 8:48PM. The motion passed unanimously.

Respectfully submitted,

Kristen von Campe, Secretary

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

1. Meeting Agenda for May 8, 2018
2. Draft Minutes, April 9, 2018
3. Report & Statistics for April 2018
4. Endowment Requests, FY18 & FY19
5. FY18 Financial Reports