

Groton Public Library Board of Trustees

Final Meeting Minutes: June 12, 2018

Approved, July 17, 2018 Meeting

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

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

Vote Summary

- N. Wilder moved and M. Gerath seconded a motion to accept the meeting minutes of May 8th as presented. The motion passed unanimously.
- N. Wilder moved and M. Gerath seconded a motion to approve \$600 from LIG/MEG for plant service. The motion passed unanimously.
- N. Wilder moved and M. Gerath seconded a motion to approve \$650 from the gift fund for the Director's Discretionary Fund. The motion passed unanimously.
- N. Wilder moved and M. Gerath seconded a motion to adjourn the meeting at 8:09PM.

Action Items

- V. Abraham will invite the Select Board to attend the Finance Committee meeting where the presentation of the Building Envelope Engineers will take place.
- V. Abraham will schedule a conference call with the Building Envelope Engineers prior to the FinCom meeting to review the presentation.
- V. Abraham will send a thank you note to Molly, who provided the staff training last month.
- The Trustees will elect officers at the July meeting.

New Business

The Trustees chose to postpone the election of new officers until the July meeting when more Trustees would be present.

D. Zeiler and N. Wilder reported on the Trust Commissioners' tour of the completed first phase of the space redesign project.

N. Wilder showed the Trustees a thank you note for the staff appreciation breakfast and V. Abraham commented on how much the staff appreciated this social event.

Unfinished Business

N. Wilder moved and M. Gerath seconded to accept the May meeting minutes as submitted. The motion passed unanimously.

Groton Public Library Board of Trustees

Final Meeting Minutes: June 12, 2018

Approved, July 17, 2018 Meeting

The Trustees moved the July meeting to the 17th instead of the 10th as the library roof will be on the agenda for the July 10th Finance Committee meeting and the Library Director and several Trustees will be in attendance there.

Standing Committee and Liaison Reports

Budget and Finance

V. Abraham will set up a conference call with the Budget and Finance Committee, Trustee Chair, and the Building Envelope Engineers to review what will be presented at the July 10th Finance Committee meeting. She will also invite the Select Board to attend the July 10th meeting.

V. Abraham reported that the estate of Chris Christie is projecting that the library will receive a gift of \$19,000, which, when received, will be placed in the Gift Fund. A thank you note will be sent when the gift arrives.

N. Wilder moved and M. Gerath seconded a motion to approve \$600 from LIG/MEG for plant service in FY19. The motion passed unanimously.

N. Wilder moved and M. Gerath seconded a motion to approve \$650 from the gift fund for the Director's Discretionary Fund in FY19. The motion passed unanimously.

V. Abraham reported that the library is on track to spend every cent of the operating budget by the fiscal year end and that the library received their annual gift of \$1,000 from Bemis Corporation. Half of this amount will go to children's programs and the other half will go to teen programs.

Building and Equipment

D. Zeiler and V. Abraham met with Steve and Lawrence from Platt Builders to discuss the changes that will be made to the Circulation Desk. Work on this project will begin in the fall.

Some new furniture has been ordered, including a curved bookshelf, two new study carrels, and a round table with four chairs on casters for the teen area to replace the café table, which will be used elsewhere.

Michelle Collette from the Commission on Accessibility did a walk through of the library for ADA compliance and discovered a few areas where the library should make improvements. These included insulating the pipes under the sinks in the bathrooms, removing the small book shelf from the second floor women's bathroom, and correcting one aisle between book shelves that is 35 inches instead of 36. Handicap signage in the parking lot needs to

Groton Public Library Board of Trustees
Final Meeting Minutes: June 12, 2018

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be blue and not white and the staircase from the lower level needs additional handrails. A complete report will be forthcoming.

Policy, Personnel and Planning

We have a new children's library assistant starting in July. She will be working 8 hours per week on average. She also will be available to pick up additional hours, which will help with department coverage. V. Abraham also reported that Grace's last day as a shelver will be tomorrow, but there is no immediate rush to rehire for that position as one of the other shelvers is taking over those hours for now. We will advertise in July.

There was a discussion about capturing on video people coming into the library on July 3rd, traditionally one of the busiest days of the year. The Trustees had many privacy and logistics concerns about this request, and in the end decided not to go forward with this.

Other Reports

Endowment/Art Committee

D. Zeiler reported that the Endowment will fund two pieces of art. The first will be a reclaimed metal wall sculpture by Ray Ciemny for above the computers on the third level and the other will be a piece for the new teen space. The Art Committee met to discuss the proper size for the piece for the new teen space and based on their recommendation, the library will request an increase to fund a larger piece for that wall space.

National Historic Register:

No report.

Library Director

Vanessa reported that her staff really appreciated the breakfast the Trustees hosted and that the staff training that followed was excellent. Vanessa will write a thank you note to Molly, who administered the training. She also reported that the staff is very happy with their new matching kitchenware for the staff lounge that the Trustees voted to fund last month.

The Summer Reading promotions are out and everyone is excited about the music theme for this summer. There were seventy-five people in attendance for the classical guitarist on June 9th.

Overdrive will begin offering magazine titles and will start with fifty popular titles and increase from there.

Groton Public Library Board of Trustees
Final Meeting Minutes: June 12, 2018

Approved, July 17, 2018 Meeting

Upcoming Meetings: July 17, August 14.

Adjournment N. Wilder moved and M. Gerath seconded a motion to adjourn the meeting at 8:09 PM. 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 June 12, 2018
2. Draft Minutes, May 8, 2018
3. Report & Statistics for May 2018
4. Approved Endowment Grant for FY19