

Groton Public Library Board of Trustees
Final Minutes of the June 13, 2017 Meeting

Approved, 7/11/2017 meeting

Attending: Jane Allen, Mimi Dabritz, Kristen von Campe, Nancy Wilder, David Zeiler, and Vanessa Abraham. Mark Gerath arrived at 7:27 PM.

David Zeiler, Chair, called the meeting to order at 7:02 PM

Vote Summary

- Mimi Dabritz moved to accept the May 16, 2017 minutes as amended. Jane Allen seconded and the motion passed 5-0.
- Mimi Dabritz moved that we increase the Director's Discretionary Fund to \$650 for FY2018 to be funded by the gift fund. Jane Allen seconded and the motion passed 5-0.
- Mimi Dabritz moved that we fund plant service for \$600 in FY2018 to be funded from State Aid. Jane Allen seconded and the motion passed 5-0.
- Mimi Dabritz moved that we approve the increased Platt Builders quote to include the lead paint abatement to be funded from this year's operating budget if funds are available. Jane Allen seconded and the motion passed 5-0.
- Mimi Dabritz moved that we clear overdue fines for those that sign up for the summer reading program. Jane Allen seconded and the motion passed 6-0.
- Mimi Dabritz moved that we adjourn the meeting at 8:39 PM. Jane Allen seconded and the motion passed 6-0.

Action Items

- Nancy Wilder and Vanessa Abraham will review the application packet for the National Register of Historic Places.
- Vanessa Abraham will ask Deb to attempt to match the paint from the outdoor furniture.
- Vanessa Abraham will inquire about insurance coverage for damage to Lisa Baylis' car in the library parking lot.
- Vanessa Abraham will ask Jeff Pike to keep statistics on the 3D printer usage.

Standing Committee Reports

Budget and Finance: The Director's Discretionary Fund was over budget by \$18.61. M. Dabritz moved and J. Allen seconded a motion to increase this fund to \$650 to be funded by the gift fund for FY18. The motion passed unanimously.

M. Dabritz moved and J. Allen seconded a motion to fund plant service in the amount of \$600 from State Aid for FY18. The motion passed unanimously.

Building and Equipment: Platt Builders will begin work the week of 8/7 on the space redesign project. Platt's painter reported that the portico has some lead paint which needs to be removed. The cost of this is approximately \$2,800. V. Abraham reported that she believes this amount can be covered in this year's operating budget. M. Dabritz moved and J. Allen seconded that we approve the increased Platt budget quote that includes the lead paint abatement and that the funds to cover the increase will come from available operating funds. The motion passed unanimously.

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V. Abraham reported that the new folding tables had been ordered and that that the DPW had prepped and re-sealed and re-painted the parking lot.

Policy, Personnel, and Planning: V. Abraham reported that the job had been posted for the Administrative Assistant and that 14 applications had been received to date. The posting closes on Friday. In the interim that Administrative Assistant work is being performed by V. Abraham, Vyctoria in the Town Treasurer's Office and Bridget Fortier, a previous summer employee. V. Abraham has taken herself off reference desk duty to devote the time needed to the AA tasks.

Liaison Reports

Endowment: The May 17th meeting went well and the Endowment accepted the Library Staff and Trustees' entire FY18 budget request including the new tables and the second bench to match the one donated by the family and friends of a deceased patron. Karen Dunham has ordered the "1000 Books before Kindergarten" journals and the Playaway Bookpacks.

Art Committee: Ray Ciemny's opening was very well attended with standing room only in Sibley Hall. Ray's work will be on display through July 29th. The next exhibit is from Seven Hills.

Library Director

V. Abraham reported that the library had received \$6500 from the Lecture Fund for FY18 as well as an annual donation of \$1000 from Bemis Corporation. She reported that she selected Mandy as the best fit to receive Acquisitions Training for the new system. Overall the new system is working well and staff are working well together, sharing insights and tips and helping each other acclimate.

Due to the new system, statistics will be held up until MVLC Staff works with SirsiDynix to get that process up and running smoothly, which will be very soon.

The summer newsletter is out and filled with wonderful programs and events.

Rivercourt is now making monthly trips on the 4th Thursday to the library. The COA van usage statistics are climbing as twenty people have used the service for seven different events. Most the riders are from Groton Commons.

The director reported that the new full-time librarian at the middle school did a summer reading list online for each grade and that the lists link right to the library catalog. YA Librarian Deb Dowson is very happy about this.

Lisa Baylis' car was keyed in the library parking lot. V. Abraham will ask to see if our insurance will cover the damage done.

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New Business: V. Abraham asked the Trustees if we would agree to clear existing overdue fines for summer reading participants. The Trustees discussed and M. Dabritz moved and J. Allen seconded a motion to clear fines for those that sign up for summer reading. The motion passed unanimously.

Adjournment: M. Dabritz moved and J. Allen seconded a motion to adjourn the meeting at 8:39 PM.

Respectfully submitted,

Kristen von Campe, Secretary

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

- 1. Meeting Agenda for June 13, 2017*
- 2. Draft Minutes for May 16, 2017*
- 3. May 2017 Monthly Report*
- 4. Partial May 2017 Stats*
- 5. DDF Report for FY17*