

Groton Public Library Board of Trustees
Final Meeting Minutes
June 14, 2016

Approved, July 12, 2016 Trustees Meeting

Attending: Jane Allen, Mimi Dabritz, Kristen von Campe, Nancy Wilder, David Zeiler, & Vanessa Abraham

Absent: Mark Gerath

Jane Allen, Chair, called the meeting to order 19:05

Vote Summary

- Kristen moved to accept the May 10, 2016 minutes as amended, Mimi seconded: Passed 5 – 0
- Kristen nominated Jane Allen as Chair of the GPL Trustees, Nancy seconded: Passed 5 – 0
- Kristen nominated Dave Zeiler as Vice-Chair of the GPL Trustees, Nancy seconded: Passed 5 – 0
- Kristen nominated Mimi Dabritz as Secretary of the GPL Trustees, Nancy seconded: Passed 5 – 0
- Kristen moved to use Fiore Contracting to build the retaining wall, contingent on getting a recommendation for his commercial work, Nancy seconded: Passed 5 – 0
- Kristen moved to use Babin Landscaping as the contractor for the landscaping and fencing for the retaining wall project, Nancy seconded: Passed 5 – 0
- Kristen moved to accept the revised Meeting Room Policy, Nancy seconded: Passed 5 – 0
- Kristen moved to accept the revised Director Review Policy, Nancy seconded: Passed 5 – 0
- Kristen moved to fund the Director's Discretionary Fund at \$600 out of the Gift Fund for FY2017, Nancy seconded: Passed 5 – 0

Action Items

- Vanessa to change opening hours online
- Vanessa to call Fire and Police Chiefs to block the fire escape stairs during the firework display
- Vanessa to nudge general contractors to get building quotes
- Vanessa to call Town IT department to inform them that we only want cameras on the outside of the building, on all exits.
- Vanessa to call HVAC contractors soliciting bids for annual maintenance
- Kristen to talk to GPL Endowment about finding a financial person to take over David Alexander's position
- Vanessa to promote the rollout of the Hoopla Media service
- Vanessa to contact Book of Peace to allow a kiosk in the GPL

Meeting: As above, minutes from May 10, 2016 meeting approved

GPL Trustee Officer Election: As above, the GPL Trustees elected officers and made committee and liaison assignments for FY2017 as follows:

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- Chair – Jane Allen
- Vice-Chair – Dave Zeiler
- Secretary – Mimi Dabritz

Budget and Finance Committee:

Mark Gerath and Nancy Wilder

Building and Equipment Committee:

Jane Allen and Dave Zeiler

Policy, Planning, and Personnel Committee:

Kristen von Campe and Mimi Dabritz

GPL Endowment – Kristen von Campe

Art Committee – Dave Zeiler

Space Planning – Jane Allen and Dave Zeiler

Budget and Finance: We heard reports of the May 23 and June 13 Town Meeting budgeting process. The GPL's budget has not and will not be affected by the budget override vote when it is put to a town wide ballot. On May 23, Town Meeting approved the Retaining Wall project for FY2016 and the money will be encumbered until we can finalize the project. \$20,000 was approved in capital expenses for FY2017 to replace the 2nd floor carpeting in the GPL.

Building and Equipment: As above, Fiore Contracting was selected to provide the retaining wall, contingent on being provided sufficient references for their commercial work. Babin Landscaping was selected to provide the landscaping and fencing for the project. Vanessa has heard from several general contractors who would be interested in overseeing the Space Planning project, but has not had many solid quotes come in. She will contact them to get quotes. Horrigan's Carpet brought in a designer, Gia, to consult on carpet selections. Vanessa was impressed with her professionalism and the Trustees agreed with the general direction of her suggestions. The security alarms have been tripping recently and the police have investigated several times. Vanessa had the alarm company come out and look at the alarm and they have made adjustments that have reduced the number of false alarms. The alarm company did indicate that the alarms are reaching the end of their usefulness and that alarm technology has progressed since our system was installed. The Trustees agreed that we should begin investigating a new system over the next year or two. Our current HVAC maintenance provider has not been providing outstanding service and responded somewhat rudely to our concerns. Vanessa is looking for a new provider, with Nancy and Jane providing names of some HVAC contractors. Finally, Susanne Olson, Vanessa Abraham, and Dave Zeiler have hung 4 new art works by Tarbell in the library – go check them out!

PPP: Deb Ladue is recuperating well from her surgery but will have to be on medical leave for some time to come. Jeff Pike celebrated a milestone birthday and was duly feted at the GPL by Vanessa and other staff members! A round of applause was given to Nancy Wilder for her hard work in organizing the Staff appreciation breakfast. The new location for the breakfast, on the 3rd floor, was very convivial and hopefully the Trustees were able to convey our deepest appreciation for all of the hard work they do all year long. As above, the Trustees approved the

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new Meeting Room policy and the new Director Review Policy. Nancy, Kristen, Vanessa, and Lisa Baylis and the GPL Management Team worked hard to bring clarity and rationality to both of these policies.

GPL Endowment: David Alexander, due to personal matters, is looking to resign from the Endowment Trust in the near term. Ed Strachan is also looking to resign from the Endowment in the longer term. A discussion was had as to possible candidates to replace both of these Endowment Trustees who have generously donated their expertise and time to secure a strong financial position for the Endowment.

Life Long Learning: The GPL Endowment has approved up to \$1,500 for a stipend for a LLL coordinator. Vanessa has approached several people but has not had any luck finding a replacement for Mary Jennings. Several Trustees suggested other names Vanessa could contact.

Directors Items: As above, the Trustees approved \$600 from the Gift Fund for the Director's Discretionary Fund. The Trustees are glad that the Director has been using these funds to keep staff morale high! A high school patron left a bag at the library over the long Memorial Day Weekend and a Trustee was called to see if they could open the GPL. As Trustees do not have keys, Jeff Pike was eventually located and he opened the library. The Trustees agreed that the protocol should be to call Vanessa or Jeff in such a case. Ann Polaski offered a Big Peace Book Kiosk as a temporary loan to the GPL. The kiosk allows people to "virtually scroll" through the Big Peace Book, a project of the Groton-Dunstable Regional School District that has received national and international recognition. Hoopla, a new media streaming service, is going live on July 1st. Vanessa has started a public relations campaign to make sure that patrons are aware of this new service AND to let patrons know that it has a wide variety of content and that there is a "Kids Mode" to block access to some of its content from younger patrons. The layout for the mini-golf in the library course has been finalized and we are looking forward to what promises to be an exciting event. The mobile "hot spots" we have begun offering patrons are more expensive than what we were led to believe (they are actually \$40 per month), so we have reduced the number of the devices that we are lending. They are still very popular and will continue as a service, albeit on a more limited scale.

Adjournment: Kristen moved to close the meeting at 21:53, Nancy seconded: Passed 5 – 0

Respectfully submitted,

Dave Zeiler, Secretary – but not any more!!!

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

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| 1. Meeting Agenda for June 14, 2016 | 6. Draft Mini-Golf Layout Trustee Roster History |
| 2. Draft Minutes for May 10, 2016 Meeting | 7. DDF Report for FY16 |
| 3. Reports & Statistics for May 2016 | 8. Mini-Golf Course Layout Draft |
| 4. Revised Draft Room Use Policy | 9. Retaining Wall Docs |
| 5. Revised Draft Director Evaluation Policy | 10. About Hoopla @ GPL |