

# Groton Public Library Board of Trustees Final Minutes for the July 11, 2017 Meeting

*Approved, 8/8/2017 Meeting*

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

David Zeiler, Chair, called the meeting to order at 7:04 PM

## **Vote Summary**

- Mark Gerath moved to accept the June 13, 2017 minutes. Jane Allen seconded and the motion passed 4-0.
- Mark Gerath moved that the meeting be adjourned at 8:33 PM. Jane Allen seconded and the motion passed 4-0.

## **Action Items**

- Nancy Wilder and Vanessa Abraham will review the application packet for the National Register of Historic Places (from previous meeting)
- PPP will begin reviewing the Policy Manual and Long Range Plan (from previous meeting)
- All Trustees will review last year's Action Plan and come to the August meeting ready to set goals for the year.
- Vanessa Abraham will ask Lawrence from Platt Builders for a construction schedule

## **Unfinished Business**

- The damage sustained to a staff member's car while parked in the library lot will not be covered by the library's insurance.
- Jeff Pike will begin keeping statistics on 3D printer usage.

## **Standing Committee Reports**

**Budget and Finance:** The library has approximately \$7,000 remaining in the FY17 operating budget from forgoing lower priority expenditures that has been encumbered into FY18 to cover the quote from Platt Builders for the much-needed front of the library brick washing, lead paint abatement, and painting.

**Building and Equipment:** V. Abraham reported that Library Insight was having a server issue and was not working at the beginning of summer reading.

Platt Builders has been at the library taking final measurements for the Space Redesign Project. Ms. Abraham will ask Lawrence, the project manager, for a project plan and timeline. She was happy to report that the preliminary data and electrical component of the project had been completed.

Ms. Abraham reported that Babin Landscaping is doing a very good job maintaining the library grounds.

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The automatic door was slamming closed and was recently fixed. The issue was motherboard-related.

**Policy, Personnel, and Planning:** The hiring process for the Assistant to the Director position is coming to a close. Twenty-eight applicants were narrowed to twelve for phone screenings and then to three for interviews with the Director. The top two applicants were invited for a panel interview with two Library Department Heads and the Town's HR Director, Melisa Doig. The Trustees advised Ms. Abraham to give weight to the panel's input and to reach a consensus with them on which candidate to hire.

Ms. Abraham reported that next year's Public Library Association National Conference will take place in Philadelphia and that she and Karen Dunham plan to attend. She asked the Trustees to think about future conferences and asked for input on which other staff members should attend. Together, the Library Director and Trustees decided that in addition to Jeff Pike, Susanne Olson, and Karen Dunham, that both Deb Dowson and Lisa Baylis should be offered the opportunity to attend as they are both Department Heads.

## Liaison Reports

**Endowment:** The Library Director reported that she spent 85% of the Endowment Budget for FY17, even with the purchase of the new tables and other end-of-year additional items.

**Art Committee:** Ray Ciemny's work is still on display in the gallery.

## Library Director

Ms. Abraham reported that 153 adults, 241 teens, and 495 children have signed up for the library's summer reading program so far. She reported that Staff are particularly pleased with the number of adults as the past two years of Adult Summer Reading Programs have averaged around 100 participants. Staff have been informing patrons with fines that they will be waived if they sign up for summer reading and this has been an impactful incentive. Patrons of all ages are also responding well to this year's theme ("Building a Better World") and that their participation goes toward helping to build homes for veterans, thanks to the generosity of the GPL Endowment Trust.

The GPL will go live with the Acquisitions module of the new system this fall. Four libraries have already begun using it. The one currently being used at the GPL was created many years ago by Steve Bolduc and is no longer being updated. In other system news, the monthly statistics reports should be up and running by next month's meeting.

Ms. Abraham shared an idea for a title to be considered as the 2018 Groton Reads selection, along with some interesting programming ideas.

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Libby is a new Overdrive app. It is currently available and all Overdrive users will be encouraged to begin using it beginning this fall.

The *Groton Herald* Newspaper Microfilming and Digitization project was awarded a Bruce J. Anderson grant of \$3,570 for FY18. Russell Harris and Susanne Olson will begin working on this project after Labor Day.

The budget for state databases is down this year and several are no longer being offered. Of those lost, *Opposing Viewpoints in Context* is one that Ms. Abraham feels the GPL should retain for a subscription price of approximately \$1,000.

Ms. Abraham anticipates that Sunday hours may require some temporary hiring this fall and will keep us posted.

**New Business:**

The Trustees reviewed and discussed last year's Trustees Action Plan and agreed to create new goals at the August meeting, when more Trustees would be in attendance.

Ms. Abraham reported that the GPL was choosing not to use the Automated Telephone Notification Option for now as patrons are currently receiving notifications effectively and because it would be a step backwards in customer service.

**Adjournment:** M. Gerath moved and J. Allen seconded to adjourn the meeting at 8:33 PM. The motion was approved 4-0.

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. *June & Revised May 2017 Reports*
4. *FY17 Year-End Budget Report*
5. *FY17 Endow Year-End Budget Report*
6. *FY17 Trustees Action Plan*
7. *State Database Changes Sheet*
8. *Info. about Libby, the new OverDrive App*