

Groton Public Library Board of Trustees Final Meeting Minutes for July 12, 2016

Approved, August 16, 2016

Attending: Mimi Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler, & Vanessa Abraham

Absent: Jane Allen

David Zeiler, Vice Chair, called the meeting to order 6:58 pm.

Vote Summary

- Kristen moved to approve the draft meeting minutes of June 14; Nancy seconded: 5-0
- Kristen moved to approve funding for 2 months of plant services from State Aid, holding off full year approval until after the Town financial situation is clarified, Nancy seconded: 5-0
- Kristen moves to hire Babin Landscaping to replace the library retaining wall using Gravity Stone out of the three options presented, Nancy seconded: 5-0

Action Items

- Vanessa to talk to Mark Haddad to receive guidance about the spending freeze and how it will affect the GPL.
- Vanessa to call Nashoba Air & BoilerWorks and Merrimack Valley Corp. for commercial references for the annual HVAC Maintenance contract.
- Meg to contact the Butterfly Place regarding museum pass pricing.
- PPP to investigate how other libraries manage Hoopla usage for residents and non-residents.
- Vanessa to send a progress update for the Trustees' FY16 Action Plan – Trustees will submit at least one idea for the Trustees Action Plan for FY17 at the next meeting
- Vanessa to contact the Hindu temple in Groton to see if they would like to offer a course through Lifelong Learning program.
- Vanessa will post in the Groton Herald and on the Groton List about Lifelong Learning coordinator.
- Kristen to contact Endowment Board regarding recruiting new members.
- Vanessa to submit application for Grotonfest booth.

Standing Committee Reports

Budget and Finance:

- The July 12, 2016 email from Mark Haddad regarding the Spending Freeze was discussed. Vanessa will contact Mark to get a better understanding and some guidance on how this freeze impacts the library. Specifically, what is considered essential spending? Will the State's guideline for spending on books & materials be taken into consideration?

Building and Equipment:

- The drive-up book returns are a huge hit! GPL staff is retrieving armloads of books at a time and making good use of the handcart. The building book return has not been

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forgotten and continues to get good use. Vanessa intends to further promote the drive-up book returns (the 2015 survey's most popular request) in the next GPL email update. We will take a picture of the Endowment board next to the drive-up book returns in the fall.

- The retaining wall project is advancing. Josh Degen provided an alternative suggestion to the Belgard engineered blocks. The alternative, Gravity Stone, is more affordable and has been around longer. Josh indicated that he could be included for a bid though the board decided that may appear as a conflict of interest and declined. The HDC approved use of either the Gravity Stone and Belgard Stone. The Trustees have unanimously agreed to use the Gravity Stone and award the contract to Babin as we have used him before and he does fantastic work.
- We received several quotes for the annual HVAC Maintenance. Vanessa will call commercial references for Nashoba Air & BoilerWorks and Merrimack Valley Corp.

PPP:

- Jen Wade is still working for the GPL as a contract employee on Saturdays, even though the June 30 override didn't pass. The funds for her pay is in wages, but are currently coming out of operating; we may need to do a line item transfer at the end of the FY.
- We currently have two open Shelver positions; we will begin the interview process in the beginning of August. In the meantime, Vanessa will speak to Mark Haddad regarding backfilling these positions given the spending freeze.
- Most library offerings are paid at a flat rate. However, Hoopla and the Butterfly Place museum pass are our two main pay-per-use items. In general, libraries like to share resources whenever possible; however, this custom is somewhat more complicated when it involves pay-per-use. For all programing, we give Groton Residents preference if capacity has to be limited; however, our museum passes are not currently limited to Groton Residents. The Butterfly Place is a fairly expensive pass and the GPL recently had to purchase additional passes. It was decided that Vanessa would ask Meg to contact the Butterfly Place to see if we could negotiate a flat rate or larger discount. Currently, the GPL is the only library in the area that purchases passes to the Butterfly Place, presumably due to the high cost. If a better/different pricing structure cannot be negotiated, we either buy a set number of passes and use them until they run out, or consider limiting the number of passes from 2 per family to 1. As for Hoopla, there was some discussion on limiting access to Groton Residents only as the Boston Public Library also offers Hoopla that non-residents could use. Ultimately, it was decided that Vanessa would look how other libraries are managing Hoopla access.
- Vanessa, Kristen, and Mimi will communicate about setting a date to review the Policy Manual.

GPL Endowment:

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- The Endowment board continues to look for new members for 2 upcoming vacancies. Kristen will ask the Endowment board if they have recommendations. Ed Strachan would like to stay on to train his successor.

Art Committee:

- Some of the GPL staff have expressed interest in relocating the newest Tarbell as we are running out of wall space and they may be displayed too close together; however, the Board has respectfully decided to leave them hung as they are for now.

New Business:

- The Trustees will begin to think about the 2017 Trustee Goals and Action Plan and discuss in greater detail at the next scheduled meeting. Vanessa will write up a progress report on the FY16 Action Plan and submit to the Board.

Director's Items:

- The mini golf event was a HUGE success; large turnout and positive feedback.
- Hoopla is live! GPL is strongly promoting the option to set accounts to Kids Mode as there is mature content in Hoopla as well as child-friendly titles.
- Lifelong learning is progressing. We tentatively have 3 classes this fall, maybe more! Several people have offered to help assist with various aspects of the program; however, we are still without a coordinator. The goal of the LLL program is to have between 4-6 courses run from September through November.
- Grotonfest is scheduled for Saturday, Sept 24, 2016. The library booth was very well-received last year and we are fortunate that we have enough staff willing to staff the booth again this year. The Trustees also wished to help staff the booth alongside library staff members. Kristen will look into where we would ideally like our booth to be. We will bring and demonstrate one of the GPL Hot Spots that are available to borrow and setup a craft activity for children. Vanessa will submit the application.
- The email migration to the MVLC Office 365 went smoothly overall; however, there were a few minor glitches that are still being worked out.
- Our statistics are looking good. Our own monthly report shows some 5-year highs.
- Vanessa also compiled how well Groton ranks compared to other libraries serving town populations our size (10-15K). Compared to other libraries, Groton is doing great! We are in the top ten in many categories and, for the 4th year in a row, Groton came in first in number of young adults/teens attending library programs!

Adjournment: Kristen moved to close the meeting at 8:50pm, Nancy seconded: Passed 5 – 0

Respectfully submitted,

Mimi Dabritz, Secretary

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

- 1. Meeting Agenda for July 12, 2016*
- 2. Draft Minutes for June 14, 2016 Mtg.*
- 3. Reports & Statistics for June 2016*
- 4. Summary of Three Retaining Wall Quotes*
- 5. Five Year Goals Library Trustees*
- 6. FY16 Trustees' Action Plan*
- 7. FY15 State Library Stats & GPL Rankings*