

Groton Public Library Board of Trustees
Monthly Meeting Minutes Final
July 17, 2018

Approved, August 7, 2018

Attending: Jane Allen, Kristen von Campe, Nancy Wilder, Marilyn Dabritz, Vanessa Abraham and Mark Gerath. David Zeiler was absent.

Vice-Chair Mark Gerath called the meeting to order at 7:03 PM.

Vote Summary

- K. von Campe moved and J. Allen seconded to accept the minutes of the June 12th Meeting as presented. The motion passed on a 3-0 vote with Jane Allen and Mimi Dabritz abstaining.
- K. von Campe nominated Nancy Wilder to serve as Secretary of the Trustees for FY 2019. J. Allen seconded. The motion passed unanimously.
- K. von Campe nominated David Zeiler to serve as Chair of the Trustees for FY 2019. J. Allen seconded. The motion passed unanimously.
- K. von Campe nominated Marilyn Dabritz to serve as Vice-Chair of the Trustees for FY 2019 as of August 1, 2018. J. Allen seconded. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded that standing committee members, Art Committee and Endowment liaisons remain the same. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded to accept the FY19 GPL Trustees Action Plan as amended. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded to expend up to \$300 from the gift fund for new staff name tags. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded to expend up to \$1,000 from the gift fund for a lighting consultant (if needed to assist in planning for replacement/repair of parking lot lights). The motion passed unanimously.
- K. von Campe moved and J. Allen seconded to accept the draft Town Warrant Article as amended. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded approval for V. Abraham to finalize our Town Warrant Article request based on the final estimate from GRLA plus reimbursable expenses and 10% contingency funds not to exceed \$75,000. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded to change the date of the August Trustees meeting to August 7, 2018. The motion passed unanimously.
- K. von Campe moved to change the date of the September Trustees meeting to September 18, 2018. Seconded by J. Allen. The motion passed unanimously.
- K. von Campe moved and J. Allen seconded to adjourn the meeting at 8:31 PM. The motion passed unanimously.

Action Items

- V. Abraham will notify Town Clerk of the new Board Officers for FY 2019.

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- V. Abraham will amend the warrant article as approved and email to Trustees.
- N. Wilder to prepare minutes from July 10 joint meeting with FinCom.
- V. Abraham will work on obtaining 3 bids on emergency exit repair.
- V. Abraham will consult with additional experts regarding the exterior wall and parking lot light repair/replacement.
- N. Wilder to write a letter of thanks to the Christie family.

New Business

David Zeiler was re-elected as Chair of the Trustees. Marilyn Dabritz and Nancy Wilder were elected to be Vice-Chair and Secretary, respectively. The standing committee memberships, Art Committee, and Endowment Liaisons were unchanged. See vote summary. M. Gerath reported on the Building Presentation to the Finance Committee (FinCom). The meeting went very well. Chair Gary Green asked the board to make sure that we were including all potential upcoming building/maintenance projects in the evaluation.

The FY19 GPL Trustees Action Plan was approved as follows:

1. Complete the circulation, browsing, and reference area improvements of the interior space redesign project.
2. Explore opportunities to increase circulation where possible.
3. Work to maximize the protection and preservation of the 1893 historic library building to include improving and stabilizing the building envelope.
4. In cooperation with other community efforts, work to increase pedestrian and bicycle traffic to the library.
5. Advocate for a FY20 budget that meets the needs of the library and the community, including permanent fall Sunday hours.

Unfinished Business

Minutes from June 12, 2018 were approved as presented – see vote summary.
Report on Action items from previous meeting.

Vanessa presented the proposed Fall Town Warrant Article. M. Gerath suggested and all agreed that the document should be reduced to one paragraph. The Fall warrant article was discussed and approved as amended – see vote summary.

Standing Committee and Liaison Reports

Budget and Finance

Vanessa presented updated budget info regarding the end of FY2018.

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We received a generous donation from the estate of Chris Christie, a long-time, regular, and beloved patron of the library, which was deposited to the GPL gift fund.

Need for new names tags discussed and approved – see voting summary.

Building and Equipment

The Young Adult project is complete except for the artwork which has been ordered.

Vanessa is working with electricians, GELD, and the building inspector in researching and making a plan for the purchase or repair of the exterior wall and parking lot lights. We discussed compliance with HDC, lumens vs. watts, building code, etc. The project is very complex. The Board voted up to \$1,000 for Vanessa to hire a Lighting Consultant. See vote summary.

Vanessa explained the condition of the emergency exit from the library. It is sloped, uneven, cracked, and unsafe. She will seek 3 bids for this repair.

Policy, Personnel and Planning

We have two new PT staff members and the job opening for a Shelver has been posted.

Other Reports

Art Committee

Vanessa reported on the new exhibit “Life in our Back Yard: Photographs by Harold Sanford”. The art reception will be held Thursday, July 19th.

GPL Endowment

Vanessa reported an increase in the size of the artwork ordered for the YA area which is more expensive as a result. The Endowment Trustees approved the change.

National Historic Register

No report.

Library Director

Vanessa reported on the recent study: MBLC Ecosystem Report. The report is lengthy, it includes information on the various networks within the state library system, and classifies public libraries in the state as Cores or Magnets. Groton presents as fairly prominent in the report.

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The GPL, working in collaboration with the Groton Neighbors, booked a program for 11/18/18 with a local mountain climber Craig John. The presentation will be about summiting Mt. Everest. This is in addition to the collaborative RBG documentary program already scheduled for Sept. 16 at Lawrence Academy.

The new Acquisitions system: Staff are using for ordering and tracking materials and budgets. It will be a wonderful system, but the setup has been challenging and the learning curve steep. Training will be ongoing for some time. It will be worth it in the long-term for the time saving features, live updates, and improved service for patrons.

Circulation is up 17%. Summer reading programs are going very well. 10,000 books have already been recorded for the Children's program alone. Patrons signed up for the program so far consist of 556 children, 249 young adults, and 144 adults.

The new puppet theater in the children's room is very popular.

We received the Bruce. J. Anderson FY19 award of \$3,000 which will be used to continue the Groton Herald digitizing project.

Upcoming Meetings: August 7, September 18, October 9

Other meetings:

HDC Meeting, Tuesday August 21
Fall Town Meeting, Monday, October 1

Adjournment: K. von Campe moved to adjourn and Jane Allen seconded a motion to adjourn the meeting at 8:31 PM. The motion passed unanimously.

Respectfully submitted,

Nancy Wilder, Secretary

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

1. Meeting Agenda for July 17, 2018
2. Draft Minutes, June 12, 2018
3. Report & Statistics for June 2018

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4. FY2018 Financials Reports
5. BJ Anderson Report Summary
6. FY2012-18 Trustee Action Plans