

Groton Public Library Board of Trustees  
Final Meeting Minutes  
August 16, 2016

**Attending:** Jane Allen, Mark Gerath, Nancy Wilder, Kristen von Campe, and Library Director Vanessa Abraham

**Absent:** Mimi Dabritz and Dave Zeiler

Jane Allen, Chair, called the meeting to order at 7:00PM.

### **Vote Summary**

- Mark Gerath moved to approve the draft meeting minutes of July 12, 2016 as amended. Nancy Wilder seconded and the motion passed 3-0 with Jane Allen abstaining.
- Mark Gerath moved to approve \$500 from LIG/MEG (State Aid) for Plant Service for September 2016 to June 2017. Nancy Wilder seconded and the motion passed unanimously.
- Mark Gerath moved to approve the potential closing of the Library on the morning of Thursday, December 15, 2016 from 10-12 for Library Staff Safety training. Nancy Wilder seconded and the motion passed unanimously.

### **Action Items**

- Vanessa will contact the New England Shirdi Sai Parivaar Temple to ask about a spring LLL course on the Hindu faith.
- Kristen will loan a canopy to the GPL for GrotonFest and will contact PJ Kiley about our location.
- Vanessa will send the completed FY16 Annual Report & Information Survey (ARIS) to the Massachusetts Board of Library Commissioners and a copy to the Trustees.
- Mark, Nancy, and Vanessa will set up a meeting with Mark Haddad to seek direction about spending in FY18.
- Vanessa will contact Tom Delaney and Mark Haddad to report on where we are on the Space Planning Project and check with how to proceed in hiring a contractor for the project in compliance with state procurement regulations.
- Kristen will send Jane last year's relevant information for the library director review process.
- Kristen will ask Ed Strachan and Connie Keeran about a proposed candidate for the GPL Endowment.
- Vanessa will talk to Kathy Shelp at the Council on Aging about pricing for transporting seniors to evening programs.
- Vanessa will draft a letter to the Prescott Re-Use Committee on our space needs for programming and send to Kristen for review.
- Jane and Nancy will set up a Library Director Review Meeting.
- Nancy will purchase a women's basketball and donate to the Library to add to our circulating basketball collection.

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### **Budget and Finance**

Vanessa reported on the year-end budget for the Town as well as for the Endowment budget and reported that we returned just over \$3,000 in Operating back to the Town. Mark reported that the Robbins fund grew well over the past year. The Trustees approved \$500 for plant maintenance and up to \$1,500 for a fall town-wide mailing from LIG/MEG (state aid).

The Trustees were pleased to see the number of LLL courses that Vanessa put together for the fall and is already planning for the spring. Vanessa reported that Kathy Shelp at the Groton Council on Aging gave her valuable input on courses and instructors and that the Library will be doing more co-operative programming together going forward.

### **Building and Equipment**

Vanessa is using Grounds Maintenance funds from the Operating Budget to cover the \$500 for Babin's landscaping on the non-retaining wall side of the front of the building. The new retaining wall, fence and landscaping project is now complete and came in under budget. The Trustees went outside to look over the results of the project and were impressed.

Nashoba Air & BoilerWorks will be hired as our new HVAC annual maintenance contractor starting September 1. They already have been called in to fix an air conditioning issue in the teen area and did a great job.

Vanessa reported that the Christopher Cahill Construction Company in Hollis is highly recommended and has submitted a proposal to perform the work for the Space Redesign project. They would be available starting in late fall or early winter. The Trustees directed Vanessa to talk with Tom Delaney and Mark Haddad about how to proceed if we want to hire them.

Vanessa and Susanne recently met with Bobbie Spiegelman, President of the Groton Historical Society. The lobby display case we had was broken and taken away with the intention that it would be replaced once the Space Redesign project was complete. Bobbie will be by soon with Peter Benedict, who will create a custom case to be fit on the desk in the Historical Room which will move to the foyer to house Historical Society displays.

### **Policy, Personnel, and Planning**

Deb Ladue is on target for a four month return date of September 19. Phil and Jen are keeping things in shape while Deb is away and Staff has been pitching in as well.

The shelving positions are open and interviews are ongoing.

Vanessa already has a Lifelong Learning Coordinator candidate after posting the position and has begun interviewing.

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The PPP will have the policy manual ready for review at the October meeting.

Nancy and Jane will serve on the Library Director Evaluation Committee and Kristen will assist with information on the past few years' reviews.

### **GPL Endowment**

Vanessa asked for approval of the Trustees for wording for the plaque on the book returns before ordering. "Generously provided by the Groton Public Library Endowment Trust" was the agreed-upon wording.

Kristen reported that she has had no feedback from the Endowment Trustees on potential candidates to replace David Alexander, who wishes to step down. Jane suggested someone she knows in Town who might be a good fit. Kristen will pass this name on to the Endowment Trustees for approval before reaching out to this person.

### **Art Committee**

The next art show will be "Newburyport Air," a series of 'plein air' paintings by nine artists from the Newburyport Art Association.

### **Director's Report**

The Budget Sustainability Committee is looking at the drivers of increasing municipal spending going forward. The main problems are the steeply rising costs of employee health insurance, funding employee pensions, and the frozen amount of educational aid from the State coming to Groton. The Committee will be working on identifying long-term solutions. The Committee is also looking at how Groton compares to other Towns. They asked each Town Department Head to identify benchmark measurements for comparison to demographically similar towns. Vanessa compiled a list using the annual statistics collected by the Massachusetts Board of Library Commissioners from every public library in the Commonwealth.

Lifelong Learning courses for the fall are coming along beautifully. We are partnering with the COA on several programs, with the COA offering programs during the day and the Library offering the same or similar programs in the evening. The COA has heard from local seniors that they would like van transportation in the evening in order to attend library programs, but the COA cannot afford it within its budget, although they do have access to a van and driver. Vanessa will pursue pricing out transportation and will present a proposal to the Endowment to fund this.

The Library is planning to start collecting "Patron Recommends" book lists to print and offer as displays.

After being up most of the year, statistics were down for the last month.

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The RFP is out to vendors for a new ILS system for MVLC. The earliest possible migration date would be in May if a new vendor is selected.

Basketballs are here and will begin circulating. Nancy Wilder volunteered to purchase a women's sized basketball which will circulate with the other two.

### **New Business**

Action Plan ideas for this year from Trustees include:

- Complete Phase X of Space Redesign Plan
- Expansion of Library Outreach to the community
- Increase circulation AND overall usage
- Push for Sunday Hours

Vanessa received a letter from the Prescott Re-Use Committee asking the Library if we would have any need to use Prescott space for library programs. Vanessa will draft a letter to them, which Kristen volunteered to review.

The next meeting of the Trustees will be on Tuesday, September 13. Mark Gerath reported that he would be unable to attend.

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Kristen von Campe, Secretary pro tem

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

1. *Meeting Agenda for August 9, 2016*
2. *Draft Minutes for July 12, 2016 Meeting*
3. *Reports & Statistics for July 2016*
4. *All Final FY16 Year-End Budget Reports*
5. *FY16 Trustee Action Plan with FY16 Progress Updates*
6. *Report on Key FY15 Statistics to Benchmark GPL against Libraries in Demographically Comparative Towns' to Groton for the Budget Sustainability Cmte.*
7. *Email Request from Pat Lawrence Re: Prescott Re-Use*
8. *Lifelong Learning Course Summaries for Fall and Winter Draft*
9. *Annual HVAC Maintenance Contractors Summary, Quoted Contracts*
10. *Proposed Image Mock-Up and Wording for Book Returns Plaques*
11. *Space Redesign Updates*
12. *Annual Report & Information Survey (ARIS) for GPL of FY16 Data for the Mass. Board of Library Commissioners*