

Groton Public Library Board of Trustees
Final Meeting Minutes
August 7, 2018
Approved, 9/18/18 Meeting

Attending: Jane Allen, Kristen von Campe, Nancy Wilder, Marilyn Dabritz, Mark Gerath, Dave Zeiler, and Vanessa Abraham

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

Vote Summary

- J. Allen moved and M. Dabritz seconded to accept the minutes of the July 10 joint meeting as amended. The motion passed on a 5-0 vote with K. von Campe abstaining.
- J. Allen moved and M. Dabritz seconded to accept the minutes of the July 17th Meeting as amended. The motion passed on a 5-0 vote with D. Zeiler abstaining.
- J. Allen moved and M. Dabritz seconded to appoint Dave Zeiler, Kristen von Campe, and Mimi Dabritz to the Library Director Review Committee. The motion passed unanimously.
- J. Allen moved and M. Dabritz seconded to adjourn the meeting at 8:17 pm. The motion passed unanimously.

Action Items

- The Building and Equipment sub-committee will prepare and report updated financial information for building project 2 (circulation desk area) and 3 (reference desk area).
- The LD Review Committee will plan a meeting and send the LD review process documents to LD and Trustees.
- V. Abraham and Staff will research and report on actions related to the Master Plan Implementation and will share results with Trustees when available. (Completion target: September).
- All Trustees will consider suitable candidates for the Endowment board.
- K. von Campe will contact potential Endowment board member.
- V. Abraham will forward the Library Union Contract to the Trustees once the Select Board and Fall Town Meeting Votes have voted on it.
- Trustees will review Union Contract upon receipt.
- The Budget & Finance subcommittee will prepare adjustments to FY2019 budget as necessary based on the terms of the new Union Contract.
- PPP subcommittee will review V. Abraham's contract to assess whether any adjustments are warranted. (i.e. 70/30 insurance).
- V. Abraham will follow up with Staff to determine whether the library will be able to staff a table at Grotonfest.

New Business

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Unfinished Business

Minutes from July 10, 2018 meeting were approved as amended – see vote summary.
Minutes from July 17, 2018 were approved as amended – see vote summary.
Report on Action items from previous meeting.

Dave Zeiler, Kristen von Campe, and Mimi Dabritz were appointed to the Library Director Review Committee – see vote summary.

Standing Committee and Liaison Reports

Budget and Finance

Vanessa presented the timeline for the Fall Warrant Article which has been submitted. There is a public hearing scheduled for 8/20/18. Trustees are encouraged to attend.

Building and Equipment

Vanessa reported that the planned carpet replacement will remain on hold until the reference desk redesign is complete. Vanessa is working on obtaining 3 bids for repair of the emergency exit walkway. Platt Builders submitted an updated quote for the circulation desk remodel. Vanessa consulted with Dan Barton who will share lighting specialists contact information.

Policy, Personnel and Planning

Dave Zeiler, Kristen von Campe, and Mimi Dabritz were appointed to the Library Director Review Committee – see vote summary. Committee will begin evaluation process - see action items.

Vanessa is seeking a part-time Reference Librarian for Sunday coverage and is reviewing applications received for the Shelver position.

Other Reports

Art Committee

“Life in Our Backyard” exhibit by Harold Sanford continued and has been very well received.

GPL Endowment

Vanessa reported that Ed Strachan advised he will step down from the Board at the end of 2018. All Trustees should be working to identify potential, suitable, candidates for his

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replacement. He has performed many tasks (including investment management and Treasurer responsibilities) on the Board for so many years and will be difficult to replace.

Vanessa is also seeking a replacement for the Endowment's Administrative Assistant, as the current person has decided not to continue in the position.

Vanessa initiated a discussion on the pros and cons of the Endowment's annual newsletter. We will continue to evaluate the cost, impact, and benefits of the newsletter to help us determine the best course of action going forward.

National Historic Register

No report.

Library Director

Vanessa reported that an offer was extended to a candidate for the Ayer Library Director position. The Ayer Trustees expressed their appreciation to Kristen von Campe and Vanessa for their assistance with the LD search project.

Due to Staff and Trustee prior commitments, it is possible that we will not be able to staff a booth at Grotonfest this year; Vanessa will check with Staff.

Summer reading programs are going very well with a total of 1,004 patrons signed up and 4,500 books read at this time. Program attendance was up and the "Trivia Brothers" program was enjoyed greatly.

The Town Hall/Library Union Contract has come to a tentative agreement. Once it is voted on by the Select Board and voted on at Fall Town Meeting, Vanessa will distribute it to Trustees.

The new Acquisitions system training is continuing, Jeff Pike has been diligently tweaking the system to work with our existing systems. Two of three electronic vendors are up and running with Acquisitions and Staff are gaining expertise.

Upcoming Meetings: September 18, October 9, November 13.

Other meetings:

Public Hearing, Monday, August 20.

HDC Meeting, Tuesday August 21.

Fall Town Meeting, Monday, October 1.

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Adjournment: J. Allen moved to adjourn and M. Dabritz seconded a motion to adjourn the meeting at 8:17 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 August 7, 2018
2. Draft Minutes, July 17, 2018
3. Report & Statistics for July 2018
4. Platt Circulation Desk Quote