

Groton Public Library Board of Trustees
Final Meeting Minutes
August 8, 2017
Approved 9/12/2017

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

David Zeiler, Chair, called the meeting to order at 7:00 PM.

Vote Summary

- J. Allen moved to accept the July 11, 2017 minutes. M. Dabritz seconded and the motion passed 3-0, with M. Dabritz and N. Wilder abstaining.
- J. Allen moved that the meeting be adjourned at 8:46 PM. N. Wilder seconded and the motion passed 5-0.
- N. Wilder moved to accept the FY18 Trustees Action Plan as amended. J. Allen seconded and the motion passed 5-0.
- K. von Campe moved that Dave Zeiler and Mimi Dabritz serve as the Library Director Evaluation Subcommittee. N. Wilder seconded and the motion passed 5-0.

Action Items

- N. Wilder and V. Abraham will meet regarding the National Register of Historic Places application.
- The PPP will set up a meeting to review suggested changes to the Policy Manual.
- V. Abraham will speak to Peg Lorenz about painting the lower entrance doors.
- V. Abraham will contact the IT Department about exterior security cameras.
- V. Abraham will look into the history of the caned chair that needs repair in the historical room.
- V. Abraham will prepare a press release announcing the Bruce J. Anderson grant for the digitization of the Groton Herald.
- K. von Campe will send a thank you note to Patty DiTullio from the Trustees for her note praising V. Abraham's tenure as President of MVLC
- V. Abraham will reserve a spot for the GPL at Grotonfest.
- D. Zeiler and M. Dabritz will begin work on the Library Director's review.
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FY18 Trustees Action Plan

The Trustees reviewed and edited suggested goals for the year and agreed on the following:

1. Complete the new teen space as the first phase of the interior space redesign.
2. Complete the circulation and browsing area improvements as the second phase of the interior space redesign.
3. Explore opportunities to increase circulation where possible.
4. Work to maximize the protection and preservation of the 1893 historic library building.
5. In cooperation with other community efforts, work to increase pedestrian and bicycle traffic to the library.

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6. Advocate for a FY19 budget that meets the needs of the library and the community including permanent fall Sunday hours.

Standing Committee Reports

Budget and Finance: V. Abraham distributed library funding source documents for Trustees to review. V. Abraham reported that our temporary administrative assistant is being paid out of the operating budget for her contracted services. The library will have to ask in the fall for a line item transfer from wages to operating to continue to pay for Melanie's services.

Building and Equipment: D. Zeiler and V. Abraham met with Lawrence from Platt Builders. They are scheduled to begin work on Monday and estimate that this phase of the project will take three weeks.

J. Allen asked if the lower entrance doors could be repainted as they look like they really need it. V. Abraham will contact our painter, Peg Lorenz, about this project.

V. Abraham reported that the benches are in and that the memorial plaque was ordered and is in the mail. Extra funds that were collected for the purchase of the memorial bench will be used to purchase some puzzles that reflect the interests of the young man. J. Allen asked to go on record as stating that she is against putting a memorial plaque on the bench or anything in the library, as that has been the library's policy for many years.

V. Abraham met with Carolyn Perkins regarding the approved CPC grant for the structural engineer and the vestibule doors and the funds are available for us to start work.

The Space Redesign Committee will meet next week to confirm furniture and paint colors.

Policy, Personnel, and Planning: V. Abraham explained the order of events that took place during the interviewing and hiring process for the Administrative Assistant and why neither of the top two candidates was suitable. The search will resume in the fall and for now the GPL has a temp in the position who is working out well.

There was also a report on internal staffing changes. Lizzy our shelver will be taking Kimberly's position and will be a part-time Library Assistant. A new shelver will have to be hired to replace Lizzy. V. Abraham reported that Sunday hours might be a challenge to fill as Kimberly worked almost every Sunday and since Mandy took on a full-time position, she won't be working Sundays this fall. A Sunday employee has been hired for every other Sunday; she also works part-time for other local libraries. Akul starts next week as a shelver. There will also be a small posting for a Children's Library Assistant to help out with some of the weekend hours and provide backup in the children's room.

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The Library Director Evaluation Subcommittee was appointed. K. von Campe moved and N. Wilder seconded that D. Zeiler and M. Dabritz serve as this subcommittee. The motion passed 5-0.

Liaison Reports

Endowment: V. Abraham reported that the documents for the audit will be gathered next week with the participation of Endowment Chair Connie Keeran and temporary Admin. Assistant, Melanie.

Art Committee: The new exhibit from Seven Hills is up. The reception will take place on Thursday, September 7th.

Library Director

V. Abraham reported that more staff have had their cars keyed in the parking lot. Four have reported damage to their vehicles. The Trustees suggested that the library install exterior cameras and V. Abraham will follow up with the Groton Police Department and the town IT Department.

The cane chair in the historical room has sustained some damage. V. Abraham will look into the history of the chair and the possibility of having it repaired.

Summer reading is coming to a close with over 1000 participants, which includes 184 adults and an increase in teen readers over last year.

There are six lifelong learning courses set for this fall, which will be highlighted in the fall newsletter coming out at the end of August. Prescott will also be offering an array of similar fee-based courses this fall.

The grant check came in from the Bruce J. Anderson Foundation for the *Groton Herald* digitization project. Susanne will be assisting in this project by offering her expertise, but volunteers will be doing most of the work. Russ Harris is paying someone to put the newspapers in order and offered to do the same for the GPL copies as they will need to select the copy in the best physical condition as the master. V. Abraham will work on a press release for the Groton Herald to announce the grant.

The Groton Garden Club donated a magazine subscription to "Garden Design" to the library.

New Business:

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The Trustees read a letter sent by the Director of the Ipswich Public Library praising Vanessa Abraham in her tenure as President of MVLC and the Secretary will respond with a thank you note.

Critical staff that ordinarily work at our Grotonfest booth are unavailable this year. Trustees were also iffy on their availability for the date. V. Abraham will book a spot and try to staff it, but if unable to, the library will not have a presence there this year.

Requests to sell lemonade and also have a girl scout pop up cookie sale have recently been received. V. Abraham verified with Trustees that this is not allowed.

Adjournment: J. Allen moved and N. Wilder seconded to adjourn the meeting at 8:46 PM. The motion was approved 5-0.

Respectfully submitted,

Kristen von Campe, Secretary

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

1. *Meeting Agenda for August 8, 2017*
2. *Draft Minutes for July 10, 2017*
3. *June 2017 Report & Statistics*
4. *July 2017 Report*
5. *Draft FY18 Trustees Action Plan*
6. *Summary 2015 Survey Top Results*
7. *Platt Phase 1 Construction Schedule*
8. *Patty DiTullio Letter*
9. *Library Lifelong Learning Fall 2017*