

Groton Public Library Board of Trustees
Final Meeting Minutes
September 12, 2017
Approved Oct. 24, 2017

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

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

Vote Summary

- J. Allen moved to accept the August 8, 2017 minutes. M. Gerath seconded and the motion passed 5-0, with M. Gerath abstaining.
- M. Gerath moved to approve up to a \$5,000 line item transfer from Wages to Operating for the fall town warrant if necessary. J. Allen seconded and the motion passed unanimously.
- J. Allen moved to appoint D. Zeiler to the Endowment Board, replacing Kristen von Campe as the Library Trustee representative when her term expires on 12/31/17. M. Gerath seconded and the motion passed unanimously.
- M. Gerath moved to approve proposed changes to the Policy Manual. J. Allen seconded and the motion passed unanimously.
- M. Gerath moved to appropriate up to \$2,000 from LIG/MEG to purchase narrow space-saving CD sleeves. J. Allen seconded and the motion passed unanimously.
- J. Allen moved and M. Gerath seconded to adjourn the meeting at 9:00 PM. The motion passed unanimously.

Action Items

- N. Wilder will look into a source in West Concord that repairs cane chairs.
- The Library Director Evaluation Committee will continue to work on the Library Director's review.
- V. Abraham will begin planning the volunteer appreciation event.
- M. Gerath will contact Mark Haddad about making sure the Trustees are informed if library business is on the agenda of town boards.
- V. Abraham will submit a letter to the editor of the Groton Herald in response to their recent article on the library.
- V. Abraham will contact other library directors to ask about parking lot security cameras.
- K. von Campe will broach the subject with the Endowment about commissioning a piece of art from Ray Ciemny for above the computer bar.
- All Trustees will have library director input to the Library Director Evaluation Committee by September 26th
- V. Abraham will inform Grotonfest that the library will not be using its space this year due to the inability to staff a booth.
- V. Abraham will give any extra tables to Prescott School that are no longer needed by the library.
- The PPP will create a policy on filming at the library.

Groton Public Library Board of Trustees
Final Meeting Minutes
September 12, 2017
Approved Oct. 24, 2017

- V. Abraham will contact the Commissioners of Trust to schedule our annual meeting.

Response to Groton Herald Article

The Trustees reviewed and edited a drafted letter to the editor in response to an article that the Groton Herald published last week regarding the GPL and the Town Operational Assessment. There was a substantial discussion on the article and how best to craft a response addressing some of the inaccuracies.

Standing Committee Reports

Budget and Finance: V. Abraham explained the potential need for up to a \$5000 line item transfer from Wages to Operating to cover the 12 weeks of work for our temporary Admin. Assistant. There are unused wages from the position vacated by Meg Riggs that should be used to cover this expense.

V. Abraham informed the trustees that the town paid the first bill for the Admin. Assistant posting and that the second round of posting for this position would cost \$1,400. The Trustees expressed a concern over the cost and asked Vanessa to look into less expensive ways to advertise for future hiring, especially if the library is expected to cover this expense. Vanessa agreed to pay this bill out of the operating budget and to look for less expensive alternatives in the future.

The Trustees meet with the Trust Commissioners each fall and Vanessa will contact them to set a date for this meeting sometime in October to be followed by an invitation to view the progress of the space reallocation project at the library.

Building and Equipment: The Trustees took a tour of the phase 1 work for the space reallocation project. The project is on schedule. There is a plan to repurpose the historic desk to become Deb Dowson's. Platt will be submitting a quote on making alterations to the desk as well as to the new computer area counter. Platt is also submitting a revised quote for the vestibule doors, as the CPC funding is in for that project.

V. Abraham presented numbers for upcoming work on the project including \$5,385 in painting, \$4,400 for YA shelving installation, and \$1,400 for mid-level shelving breakdown and installation (phase 2).

Building Envelope Sciences Director Matt Copeland of Gorman Richardson Lewis Architects will be visiting the library on Wednesday 9/13 at 10 AM to look at the CPC Structural Engineering Project.

Groton Public Library Board of Trustees
Final Meeting Minutes
September 12, 2017
Approved Oct. 24, 2017

V. Abraham received estimates for parking lot cameras of \$5,000 for wireless and \$25,000 for wired. The Trustees asked Vanessa to check with other libraries about how they handle parking lot security before committing funds to this project.

Policy, Personnel, and Planning: K. von Campe and M. Dabritz presented several minor changes to be made to the policy manual which were voted on and accepted.

V. Abraham also reported that film scouts had visited the library on several occasions and that there was interest in using the library. The Trustees tasked the PPP with creating a policy on using the library for commercial filming.

Liaison Reports

Endowment: V. Abraham noted that K. von Campe's term as an Endowment Trustee would expire at the end of the calendar year. The Trustees voted D. Zeiler to replace Kristen as the GPL Trustee Representative to that Board. David will plan to attend the October meeting to begin his transition to this position.

V. Abraham reported that the at the October 18th meeting there would be a request of \$2,100 for A/V improvements and a request as well for YA furniture.

Art Committee: D. Zeiler reported on the success of the Seven Hills show with all the artists present for the opening. The explanation of the process of working with these artists was amazing and those at the opening got the opportunity to meet and mingle with the artists, parents, caregivers, and therapists.

V. Abraham has begun a dialogue with Groton artisan Ray Ciemny about creating a piece of art for above the computer bar. K. von Campe will broach this topic at the October Endowment to see if they might be interested in commissioning this piece.

Library Director

V. Abraham reported that \$1,204 would be going to Homes for Our Troops because of the 1,055 people that took part in summer reading. The library will not be represented at Grotonfest this year due to lack of staffing.

Online payments for overdues and damaged/lost items are coming in successfully.

Mary Jennings from Friends of Prescott will be meeting with Vanessa to coordinate adult learning programs that complement each other. Vanessa will offer any extra tables to Prescott once the new ones come in.

Groton Public Library Board of Trustees
Final Meeting Minutes
September 12, 2017
Approved Oct. 24, 2017

Staff liked that fines were waived for summer reading but did not think it was fair to waive them up until the very end of summer reading.

Vanessa's staff will be planning the upcoming volunteer appreciation event. The feedback on last year's cupcake decorating volunteer event was very positive.

New Business:

The Trustees were informed of a request to film at the library on October 9th. The Trustees discussed filming at the library and agreed to create a policy that addresses this.

V. Abraham requested \$2,000 to purchase Music CD Space-saving sleeves that will take up 75% less space than our current jewel cases and are more durable. The Trustees voted to use LIG/MEG money for this expense.

Upcoming Meetings:

- October 10: Trustees meet on Library Director Evaluation
- October 23: Fall Town Meeting
- October 24: October Trustees Meeting
- November 13: November Trustees Meeting
- December 12: December Trustees Meeting

Adjournment: J. Allen moved and M. Gerath seconded to adjourn the meeting at 9:00 PM. The motion was approved unanimously.

Respectfully submitted,

Kristen von Campe, Secretary

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

1. Meeting Agenda
2. Draft Minutes for August 8, 2017
3. July & Aug 2017 Statistics
4. August 2017 Monthly Report
5. Application for Listing on the Historic Registry
6. ARIS State Report Submitted
7. Shelving Quote for YA Space
8. Space Design Meeting Notes
9. Town Operational Audit (Draft)
10. Draft Letter to the Editor

Groton Public Library Board of Trustees
Final Meeting Minutes
September 12, 2017
Approved Oct. 24, 2017

11. Director Self-Evaluation
12. Endowment Oct. Mtg. Request
13. ARIS Report Submitted to State
14. Film Location Agreement form