

Groton Public Library Board of Trustees
Monthly Meeting Minutes
January 14, 2020

Approved 2/11/2020 Trustees Meeting

Attending: Marilyn Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, Jane Allen, David Zeiler and Library Director Vanessa Abraham. Bob Garside, Clerk of the Works of the Roof Project in attendance.

M. Dabritz, Chair, called the meeting to order at 7:00 pm.

Vote Summary

- Draft minutes from December 10, 2019 minutes approved as amended. Kristen moved and Nancy seconded. Approved 4-0 with two abstaining.
- A group of contractor change orders were approved for payment subject to finalization in an amount not to exceed \$43,000. Kristen moved and Nancy seconded. Approved unanimously.
- A reserve fund transfer request of up to \$15,000 for foundation/flashing repair was approved. Kristen moved and Nancy seconded. Approved unanimously.
- Up to \$2,000 approved from the Gift Fund for initial outlay catering by the Public House for the Legislative Breakfast. A portion of the initial expenditure is expected to be repaid by the attending libraries. Kristen moved and Nancy seconded. Approved unanimously.
- Up to \$500 approved from the Gift Fund for dinner for the upcoming strategic planning workshops. Kristen moved and Nancy seconded. Approved unanimously.
- Meeting adjourned. Kristen moved, Nancy seconded. Approved unanimously.

Action Items

- Vanessa and Building & Equipment to discuss possibilities for additional lighting in the playground parking lot that can serve as overflow parking to the GPL. Such lighting may be controlled from the GPL to avoid unnecessary light. Coordination with the Director of Public Works and Parks Committee anticipated.
- Finance Committee and Vanessa to prepare budget summary for January 25th FinCom meeting.
- Nancy to post a Trustees meeting for January 25th FinCom meeting.
- Vanessa to prepare Reserve Fund Transfer request for repair of foundation flashing for a sum not to exceed \$15,000.
- Vanessa to prepare Reserve Fund Transfer request to cover the payment of outstanding vacation pay for Karen Dunham as she retires.
- Nancy and Mimi to finalize menu for the Legislative Breakfast working with the Public House. The Trustees approved up to \$2,000 from the Gift Fund to defray initial costs understanding that attendees would reimburse a portion of that.
- Vanessa and Jane to attend the CPC Committee meeting on January 27 at 7 PM to present the request to fund the repair of the third-floor pocket doors.

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- Vanessa to communicate with MassCor on decisions necessary to complete the new reference desk.
- Trustees to provide food for Strategic Planning meeting to be held on February 4th.
- Vanessa, David, and Susanne to meet with Bobbie Spiegelman of the Groton History Center regarding the Abel Spaulding portrait.
- Mimi to coordinate with PTO present regarding parent volunteers following the PTO's next meeting.
- Vanessa to work with GPL staff to plan the agenda for the Legislative Breakfast.
- Nancy to confirm Sheila Harrington's attendance at the Legislative Breakfast.

New Business

Review of Roof Project: Bob Garside, clerk of the works, reviewed the progress of the on the roof repair project. The project is wrapping up and the scaffolding is being removed. The engineer has created punch lists of remaining items and Greenwood is working through them. The outstanding change order requests were presented, discussed, and approved. The sum of change orders was determined to be well within the approved contingency amount. The repairs of water damage within the building associated with construction was found to be excellent. The importance of using copper as a sheathing material within the HVAC enclosure was reviewed.

Unfinished Business

Approval of Minutes from December 10, 2019 Meeting Minutes Completed – see vote summary.

Report on Action Items from Previous Meetings – All were completed

Review Trustees' Calendar

- Annual Report – Vanessa has received the request from Town Hall and is developing the annual report for Trustee review.
- Meeting with Finance Committee – The meeting to review the budget is schedule for 8:30 AM on Saturday, January 25th. Trustees are encouraged to attend. Mark will not be able to attend.
- Preparation of Warrant Articles for Spring Town Meeting. No Warrant Articles are anticipated.

Standing Committee and Liaison Reports

Building and Equipment

Any Other Updates on the Roof Repair Project: None.

Capital Budget Updates: None.

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Community Preservation Committee Meeting on January 27 at 7 PM: Vanessa and a B&E committee representative will attend to present the GPL's request for CPA funding for FY2021 to repair the third-floor pocket doors.

Other Business: MassCor reports that the updated reference desk is nearly complete and they need input on the place of locks and the nature of the laminate to be used. Vanessa to work with Art Committee to select color and design in order to provide necessary feedback.

Budget and Finance

Town Manager's Presentation of the Draft Budget on January 6, 2020: Mark reported on the overall budget including preparation of a level services budget and a budget that would not require a Proposition 2 ½ Override. The non-override budget would require approximately \$250,000 in cuts from the level services budget. The nature of those potential cuts as well as other important budgeting assumptions were reviewed. No changes were proposed from the GPL's requested budget.

Saturday, January 25th Joint Meeting of the Select Board and Finance Committees. A meeting of the GPL Trustees will be posted in the event that a quorum is achieved. Mark will develop a draft presentation of the budget and related issues but will not be able to attend.

Reserve Fund Transfer Requests: A request to fund critical repairs to the flashing associated with the north side of the foundation was considered and approved – see vote summary. This was an element of the building envelop plan that deferred due to the high costs of the bid received. It was agreed by the GPL Trustees and the Capital Advisory Committee that this a time critical project. Vanessa advised the Trustees that another reserve fund transfer would be requested to defray the costs of accrued vacation for the retiring Children's Librarian. The amount may be less depending upon when the new Children's Librarian starts work. This was a heads up to Trustees on a contractual personnel matter and no vote was deemed necessary.

Policy, Personnel, and Planning

Strategic Planning Updates: Advisory Committee: Vanessa has invited several people from the community to serve on the committee of 10-15 participants. Already, six have agreed and only one has declined. Responses from the rest are pending. A set of three meeting times is planned with the first meeting having required attendance. The first meeting will be held over dinner in March. Three focus groups are being planned including: Teen Users, Non-Users, and to be determined.

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Upcoming Strategic Planning Workshop – February 4, 2020: The decision was reached not to invite former trustees, but to invite GPL Endowment Trustees. Dinner will be served at the meeting to be provided by Trustees.

Head of Children’s Department Opening: Vanessa reported that three applications had been received from internal candidates after a required five day internal town employees’ posting. The two determined to be the most qualified have been scheduled for interviews. A discussion of the interview and hiring process occurred. The nature of the two qualified candidates was discussed.

Other PPP Updates: A formal announcement of Karen Dunham’s retirement as Head of the Children’s Department was distributed. Several patrons expressed appreciation that an announcement was received.

Other Reports

Approval of Loaves and Fishes Donation Bin: New bins have been provided to standardize the format across donation sites. The Trustees had no objection to the new bin. Meeting was over at 8:10 PM. Nothing of direct relevance to GPL.

Art Committee – Abel Spaulding Portrait and Groton History Center: David reported that the Groton History Center has found records suggesting that the portrait of Abel Spaulding in the third-floor entry way belongs to the Groton Historical Society and not the library. They believe that the portrait was loaned to library in the 1930s and was never retrieved. David, Vanessa, and Susanne Olson will review our limited documentation on this matter and attend a meeting with Bobbie Spiegelman to discuss this. It was noted that the GPL holds a small Trust to maintain the portrait. The current expendable balance is about \$150.

GPL Endowment: David reported that Connie Keeran had led a targeted appeal for members and donations to the Endowment. The appeal was very successful in that it doubled the number of donors over the previous year.

PTO Outreach on Volunteering: Mimi reported that the President of the Middle School Parent-Teacher Organization, Heather Barlow, was optimistic about providing parental volunteers in the library during half days. She thought that one to three parents might be able to attend as chaperones. Mimi will follow up after the next PTO meeting.

Social Media Report: Mimi indicated that the library figured prominently in a recent list of “What is Best About Groton?” She said the comments were very positive. She also noted requests for air photos of the completed roof project.

Library Director Report

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MVLC Macmillan eBook Boycott: Vanessa reported that MVLC is joining a nationwide boycott of Macmillan eBooks based on unacceptable limits on circulation numbers. She indicated that the library community is very concerned that Macmillan's new rules would be adopted by other publishers and the impact to eBook accessibility would be unacceptable.

MVLC Mobile App: MVLC has developed a mobile phone App to facilitate a variety of uses. The App will be customizable by library. Pictures of the screens were provided and trustees were encouraged to download it.

Town Accounting Module (Microix): Vanessa reported that the Town has a common accounting system to facilitate coordination between departments. This was a recommendation of the recent efficiency evaluation of Town departments.

Groton Reads and Eats 2020: Vanessa provided an update of the anticipated programs and provided the flier on the set of books.

FY21 Bruce J Anderson Grant: The grant application is due on February 14 and it will cover archiving the Groton Herald from 2010 to 2019/20.

Kate Harper – Final Meeting on 1/24: This will be the last meeting with the executive coach.

Patron and Staff Updates: The banning of a young man for vandalism of library property will end this month. Library Assistant Diane McNamara has resigned and will be greatly missed.

Other News and Updates: The library will host an Alzheimer's Care Providers Support Group. The group will be broadly advertised and has already received great interest.

Monthly Report & Statistics: Both were reviewed and discussed.

Meeting Adjourned at 9:02 PM - See vote summary.

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

1. Current Meeting Agenda
2. Draft Minutes from Last Meetings

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3. Report & Statistics for Last Month
4. Roof Project Invoices, Budget, Meeting Minutes, & Reports
5. FY2021 CPC Submitted Draft Application for Historic Pocket Doors Restoration
6. Macmillan eBook Purchasing Boycott Info from MVLC
7. Groton Reads and Eats Book List
8. Abel Spaulding Portrait Info
9. MBLC & MLA Library Legislative Agenda for FY2021
10. Library Legislative Breakfast Checklist

Respectfully submitted:

Mark Gerath, Secretary