

**Groton Public Library Board of Trustees**  
**DRAFT Monthly Meeting Minutes**  
**February 11, 2020**  
*Approved 3/11/2020 Trustees Meeting*

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

M. Dabritz, Chair, called the meeting to order at 7:01 pm.

**Vote Summary**

- Draft minutes from January 14, 2020 minutes approved as amended. Kristen moved and Nancy seconded. Approved unanimously.
- The Trustees voted to request that communities attending the Legislative Breakfast defray \$500 of the cost of the caterer. Kristen moved and Nancy seconded. Approved unanimously.
- The Trustees approved the expenditure of up to \$3,000 for two new computers and two new WI/FI routers from the state aid (LIG/MEG). Kristen moved, Nancy seconded. Approved unanimously.
- Trustees approved the request for a Virtual Reality headset, additional funds for Adult Summer reading, and general program support from the GPL Endowment for up to \$3,000. Some of the new requests will be addressed by re-allocating already approved funds. The request will be presented at the Endowment's February 24, 2020 meeting. Kristen moved, Nancy seconded. Approved unanimously.
- Meeting adjourned. Kristen moved, Nancy seconded. Approved unanimously.

**Action Items**

- Trustees to attend the 2/25/20 meeting of the FinComm at 7 PM to discuss a potential Reserve Fund Transfer to repair/refurbish the flashing at the foundation at the northwest corner of the building.
- Vanessa to understand the needs of the Community Preservation Committee relative to the GPL's application to repair the pocket doors.
- Vanessa to ensure that Bob Garside addresses Anna Eliot's request regarding any warrantee on the replaced roof.
- Vanessa to inspect the nine wood barrister bookcases being offered by a citizen.
- Nancy to transmit the invoice for the caterer for the Legislative Breakfast to Vanessa.
- Vanessa to prepare an invoice for \$500 to be submitted to Krista McCleod of the Methuen Library.
- Mimi to coordinate provision of food for the strategic planning advisory committee (SPAC) to be held on March 10, 2020.
- Vanessa to approach Mary Minifie regarding a potential return to her of the portrait of her son that she painted and the GPL purchased. The potential for an exchange for another work will be discussed.
- Kristen to coordinate/provide food for the Town Dept. Heads meeting to be held at the GPL on the morning of February 13, 2020.

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- Vanessa to post an advertisement for an Adult Program coordinator to replace Lauren Sanchez.

**Unfinished Business**

Approval of Minutes from January 14, 2020 Meeting Minutes Completed – see vote summary.

Report on Action Items from Previous Meetings – All were completed

Review Trustees' Calendar

- Q2 Reports on GPL finances were presented and reviewed.
- Warrant Articles for Spring Town Meeting – None is planned

Report on Legislative Breakfast of February 7: Sixty-eight people were in attendance including three legislators and two legislative staff. Three Groton Select Board members were in attendance. Two Select Board members commented on the wonderful upkeep of the library. These comments were passed on to maintenance staff. The feedback from the attendees was very positive on the organization of the event the look/feel of the library. The upgraded teen space particularly drew positive comments.

**Standing Committee and Liaison Reports**

**Building and Equipment**

Any Other Updates on the Roof Repair Project: The project has been deemed substantially complete which triggers the start of the warrantee period of 10 years. The scaffolding is largely gone but some has been left to facilitate dealing with some punch list items. The estimate to repair damage by previous leaks is \$3,000. It may be possible to address that cost from the remaining contingency funds.

GRLA Survey: Building and Equipment to consider the request for survey including consultation with Bob Garside, the town's Clerk of the Works.

Report on Community Preservation Committee Meeting of January 27: Vanessa is in receipt of a letter from the CPC requesting more information on GPL's application. Jane reported that one CPC committee member asked her why it could not be defrayed by the GPL Endowment.

RTF for Foundation Repair on Finance Committee Tue. Feb. 25: The FinComm will consider a GPL request for Reserve Fund Transfer to address the flashing inadequacies at the foundation in the northwest corner of the building. Vanessa requested that Trustees attend the meeting.

Donation offer of 9 glass-fronted wood barrister bookcases from a Groton resident: A citizen has inquired if the GPL is interested in the donation of nine wood barrister book

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cases. Vanessa will inspect them and Jane offered that Jimmy Allen might be helpful in the assessment.

Other Building & Equipment Updates: Select Board member Becky Pine reported to Vanessa that the town has qualified for the Leadership in Energy and Environmental Design (LEED) program to improve energy efficiency. She suggested that replacing lights consistent with the GPL's capital plan could be "low hanging fruit".

### **Budget and Finance**

Vote Legislative Breakfast Contribution Amount from Gift: The Trustees approved expenditures on a caterer for the Legislative Breakfast at the January 2020 meeting. The costs came to \$1,161. The Trustees voted to accept the offer from the other communities that attended to contribute a portion of the cost, \$500 – see vote summary.

Report on Jan. 25 Meeting with Finance Committee & Select Board: Nancy and Vanessa presented for the GPL at the meeting the reception was very positive. The sense is that FinComm will fully support our requested budget with one member indicated that Sunday hours year-round would be desirable if funds were available.

Review Q2 Financial Reports: The reports were reviewed and no issues were identified.

State Aid Request for \$3,000 for Wi-Fi & Children's Computers Upgrades: Jeff Pike, the Technology Manager, has requested up to \$3,000 to replace two Children's Room computers as well as two Wi-Fi routers. The old equipment will be repurposed. The request was approved with funds coming from accrued state aid – see vote summary.

Other Budget & Finance Update: None

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

Strategic Planning Updates: SOAR, SPAC, and Focus Groups: Vanessa updated the Trustees on the ongoing strategic planning process.

Community & Library Profile for Long Range Plan: The strategic plan requires a community profile. It was suggested that a recent one from another department might be helpful and that the planning consultant could edit it as she believes appropriate.

Patron & Staff Updates: A recent disciplinary action by the Director for a teen patron was presented and discussed. The action was endorsed by the Trustees.

Other PPP Updates:

- a) Feedback from patrons on appointment of Children's Director has been universally

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positive.

- b) Mary Minifie has expressed interest in owning a painting of her son that she painted and was purchased by the GPL several years ago. The Trustees are sympathetic to a trade for another work of Ms. Minifie's – see action items.
- c) Staff levels are very tight due to transitions and illness.

**Other Reports**

**Art Committee (Dave): Meetings on Jan 22 & Feb 11:**

- a) There is a new exhibit of photographs in Sibley Hall.
- b) A composite for the top of the reference desk has been selected but has not yet been acquired. The desk is expected to be completed in about a month.
- c) Colors for new tables have been selected.

**GPL Endowment (Dave):** In anticipation of the February 24 meeting of the Endowment Trustees, Vanessa requested amendment of the request to procure a Virtual Reality headset, provide more funding to Adult Summer Reading, and for general program support. Some the necessary funds would come from reallocation of existing approvals. The increase in the requested funds will be up to \$3,000. The Trustees approved the request – see the vote summary.

**PTO Volunteering & Social Media Report (Mimi):** Initial indications that the Middle School PTO might coordinate chaperones at GPL during half days have not borne out. The PTO indicated that they must address other priorities.

**Complete Streets (Kristen):** The town has requested state funding to extend a sidewalk from the top of the hill on Route 40 above the Route 119 intersection to the Gibbet Hill Grill.

**Library Director Report**

**Groton Reads & Eats 2020!:** Programs have been finalized for the 2020 event. Sign-up for several programs will be limited and registration opens on February 15, 2020. A banner across Main St announcing the program will be in place the week of February 17<sup>th</sup>.

**The Work of 1000 Event:** The showing of the film, "The Work of 1000" was co-sponsored by GPL and held at the Center. One hundred forty five people were in attendance.

**Auto. Renewals & Fines:** Reports of decline in overdue fines from communities that have instituted automatic renewal have been received. Reductions in the fine revenue have been substantial (48% to 80%).

**FY21 Bruce J Anderson Grant:** The grant application to digitize and archive the remainder

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of the Groton Herald is due on February 14, 2020.

Patron & Staff Updates: None.

Program & Service Updates: None

Monthly Report & Statistics: Statistics were reviewed and discussed.

Other News & Updates: None

**Other Business**

Review of Action Items from Current Meeting: Done

Upcoming Meetings & Events: All-Day Hygge Café this Thu. Feb. 13! ❤️ Our Patrons!

- Review Upcoming Trustees' Meeting Dates: WED. March 11, April 14, & May 12
- Spring Town Meeting: Monday, April 27

Meeting Adjourned at 8:46 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
3. Report & Statistics for Last Month
4. Roof Project Invoices, Budget, Meeting Minutes, & Reports
5. Q2 Reports
6. Patron Letter
7. 2019 Annual Report to Town
8. 2020 Groton Reads & Eats Info & Publicity
9. The loveliest thank you card and pictures from the Maney's
10. GRLA Survey
11. GPL Endowment Requests
12. Final SPAC Members List
13. Final Submitted Library Annual Report
14. Revised CPC Application, based on 1/27 feedback

Respectfully submitted:

Mark Gerath, Secretary