

Groton Public Library Board of Trustees
DRAFT Monthly Meeting Minutes
March 11, 2020

Approved 4/14/2020 Trustees Meeting

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

Also in Attendance: Bob Garside, Clerk of the Works as a visitor reporting on the roofing project. Becky Pine, Select Board Member and Library Liaison.

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

Vote Summary

- Draft minutes from February 11, 2020 minutes approved as amended. Kristen moved and Nancy seconded. Approved unanimously.
- The Library Director's Renewed Contract for July 2021 to June 2024 was approved. Kristen moved and Nancy seconded. Approved unanimously.
- The FY21 holiday and early closing schedule was approved. Kristen moved and Nancy seconded. Approved unanimously.
- Up to \$1,500 was approved from the State Aid fund for printing and mailing the town wide strategic planning survey. Kristen moved and Nancy seconded. Approved unanimously.
- Meeting adjourned. Kristen moved, Nancy seconded. Approved unanimously.

Action Items

- Vanessa to advise the Town Manager about the need for replacement for a cracked heat exchanger of one the HVAC units with an estimated cost of \$5,400.
- Building and Equipment to review bids received for painting of the water damaged portions of the library.
- Vanessa to call the Groton gentleman offering a generous gift donation of bookcases to thank him but decline the offer.
- PPP and Vanessa to draft a strategy and parameters for purging old patron records with outstanding fines.
- PPP to meet to plan strategic planning survey.
- Nancy Wilder to email the Town Manager's Executive Assistant regarding her request to post GPL trustee minutes.

New Business

Update on GPL Roof Project by Bob Garside, Clerk of the Works. Several items were discussed:

- GRLA has requested a customer survey as a follow up to the project. Mr. Garside will prepare a draft response for review and comment by the Trustees and the

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Director.

- Greenwood has approached the Director with an offer of a maintenance contract on the new roof including inspection of the rubber roof and slates, cleaning of the gutters, etc. The proposal was to start in Spring 2021 with repeats every two years for a cost of \$2,500. Bob suggested delaying the start until the end of the two-year craftsmanship warrantee and narrowing the scope of the effort. He will talk to Greenwood and arrange for an amended proposal.
- The historic skylight will be refurbished to address deviations from the architect's specifications at the request of GRLA. The work is anticipated to occur on March 16 and the warrantee will be extended from that date.
- Repair to historic water damage is expected to cost approximately \$3,000 and will include replacement of 17 damaged ceiling tiles.
- The heat exchanger of Number 5 Rooftop HVAC unit was found to be cracked. It is likely that the crack occurred during moving with the roof work but Bob indicated that it would very difficult to prove that was the cause. The cost of repair is \$5,400, which will be sought from the remaining contingency funds associated with the roof project.
- Everything has been received from GRLA but for the shop drawings. GRLA agrees that Greenwood's effort is substantially complete and their warrantee will begin.

Unfinished Business

Approval of Minutes from March 11, 2020 Meeting Minutes Completed – see vote summary.

Report on Action Items from Previous Meetings – All were completed

Review Trustees' Calendar

- Holiday Schedule was reviewed and approved for FY21.
- The Library Director's progress on FY20 goals were reviewed.

Standing Committee and Liaison Reports

Building and Equipment

Painting Work Quotes: Quotes to paint the water-damaged areas of the library have been received and will be reviewed by the committee.

Potential Gift of Wood Barrister Bookcases: Vanessa visited the Groton gentleman's residence with a staff member and Jimmie Allen to inspect the offered bookcases. The bookcases were found not to match the library's existing set and the decision was made to graciously decline the offer.

Budget and Finance

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Funding Request \$1500 from State Aid to Print and Mail Surveys: The Trustees approved up to \$1,500 from State Aid to print and mail strategic planning surveys town wide – see vote summary.

Other: Report on the FinComm’s consideration and approval of a Reserve Fund Transfer of \$15,000 to repair the foundation flashing at the northwest corner of the library.

Policy, Personnel, and Planning

Vote and Sign Final Library Director Contract: The final Library Director’s contract for FY21-23 was distributed earlier in the day. The contract was approved by the Trustees (see vote summary) and executed by the Chair and Library Director.

Strategic Planning: SPAC Meeting; Profile & Start Thinking @ Survey Questions: The Chair reported on the Strategic Planning Advisory Committee (SPAC) meeting and indicated that it was a positive meeting with very engaged participants. Barbara Alevras, the planning consultant, received praise for her effort. The next meeting will be on June 2 and will consider information received from the town-wide survey.

Guidelines for Purging Old Patron Accounts with Unpaid Bills: Approximately 1,000 Groton patron accounts and 2,500 other town accounts cannot be purged from MVLC’s database under the existing parameters because of unpaid bills on those accounts. While the bills total to approximately \$19,000 – mostly lost item charges, but also overdue fines and fees, - many are viewed as uncollectable due to the age of the bill (some as old as 20 years), the age of the patron when the bill was incurred, long out-of-date patron information, etc. MVLC has requested that GPL develop rules and parameters to reduce the number of records in order to keep the database accurate and in alignment with state certification guidelines. The task was assigned to PPP for report out at the next Trustee meeting.

Staff Tuition Reimbursement: Review History and Discuss Upcoming Request: It was noted that staff tuition was formerly a line item in the GPL budget from the town and has been included in the request to the GPL Endowment in more recent years. The beneficiaries of those funds and the limits on their award were reviewed. The Trustees voiced general support for a request to the GPL Endowment to support a newly promoted staff member in pursuit of a Master’s Degree in Library Science, receipt of which is a requirement of the position. A formal request and vote are pending.

Approve Holiday & Early Closing Schedule for FY2021: The Director’s proposed holiday and closing schedule was reviewed and approved – see vote summary.

Report on Public Library Association National Conference: Written reports on the PLA 2020 conference by Lisa Baylis and Deb Dowson were reviewed. The recent schedule of attendees was reviewed. The library staff members who would be next in the rotation to

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attend in 2022 was discussed.

Coronavirus Update: The Center has canceled groups in excess of 20. The Director and staff are reviewing information and considering changes. Surfaces and high touch areas are being sanitized regularly. MA Emergency Management Agency is meeting with town officials on March 12 and policies are under consideration. MVLC Directors will meet on the topic via conference call on March 17.

Other PPP Updates:

- a) The GPL minutes are not yet posted and there has been an extension until April.
- b) The replacement for the Adult Program Coordinator with ½ time children's room duty is being sought. The position has been posted and resumes are being received.
- c) The new Head of Children's Services and her team are making many positive changes in the department.

Other Reports

Art Committee: There is a new exhibit of photographs in Sibley Hall – Gail Erwin, Travels in Time.

GPL Endowment: The GPL Endowment has reached a value of approximately \$3 million for the first time. Funds have been moved to Fidelity Investments. Connie Keeran wrote 180 direct letters of appeal and received a very strong response. Her term ends this year and the Trustees hoped that she would agree to another term.

Social Media Report: There was no new report but additional information was received from the Middle School PTO regarding its declining to participate in non-school activities. It was reported that the two school resource officers were extremely busy, but they are very helpful and supportive of library staff when we call for their assistance. The Chair urged that the GPL's presence on FaceBook and Instagram be increased. The Chair also had positive feedback on the responsiveness of the YA librarian.

Other:

- Concern was raised by patronizing Amazon instead of smaller organizations. The Director noted that it is important to the town to use the lowest price provider but that other vendors were also commonly used.
- An unauthorized entry to the library on a recent Sunday morning at 6:45 was discussed. From the security cameras it appeared that two high school students entered the second floor north emergency exit which was apparently unlocked. The alarm sounded and the two individuals exited. The police arrived soon after and secured the door. Nothing was found to be damaged or missing.

Library Director Report

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Groton Reads & Eats 2020!: Programs have been very successful and well attended.

Web Page Redesign: There is an ongoing weekly meeting attended by multiple staff to push the effort forward.

Patron & Staff Updates: None.

Program & Service Updates: The new Cursive Club is very popular, with over 12 kids in grades 2-4 attending at the end of February.

Monthly Report & Statistics: Statistics were reviewed and discussed.

Other News & Updates: It was noted that all of the objectives of the 2015 Strategic Plan were achieved.

Other Business

Review of Action Items from Current Meeting: Done

Upcoming Meetings & Events:

- Trustees Meetings: April 14, May 12, June 11, July 14, Tue August **18?**, Wed. Sept 16
- Spring Town Meeting: Monday, April 27

Meeting Adjourned at 8:54 PM - See vote summary.

Respectfully submitted:

Mark Gerath, Secretary

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 Documents
5. GRLA Survey
6. GPL Endowment Docs
7. GPL Community & Library Profile for Strategic Plan
8. Pictures of offered bookcases
9. Draft Request for FY2021 Library Holidays & Special Hours

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10. Baylis & Dowson Summaries of PLA Conference (1 page)
11. Background on Staff Tuition
12. Survey guidelines & samples from Barbara Alevras
13. 2+ Year Inactive & Expired Patron Accounts: Information on Purging
14. Library Director Contract FY21-23 Edits for Final Vote
15. Info. on Coronavirus & Westford Library's Pandemic Policy