

DRAFT Groton Public Library Board of Trustees
Monthly Meeting Minutes
May 12, 2020

Approved 6/9/2020 Trustees Meeting

Attending – Via Zoom: Marilyn Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, Jane Allen, David Zeiler and Library Director Vanessa Abraham. Select Board member Becky Pine in attendance.

Support and attendance by Bob Colman of Groton Cable.

M. Dabritz, Chair, called the meeting to order at 4:30 pm.

Vote Summary – All Votes were by Roll-Call

- Draft minutes from April 14, 2020 minutes approved as amended. Kristen moved and Jane seconded. Approved unanimously.
- Approval to waive late fines through August 31, 2020. Kristen moved and David seconded. Approved unanimously.
- Approval of up to \$2,000 from State Aid for Covid-response related supplies (i.e., dolly carts, aprons, and stanchions). Kristen moved and Jane seconded. Approved unanimously.
- Approval of revisions to the strategic planning consultant to allow services through the fall of 2021, reflecting the modified state requirements. Kristen moved and Jane seconded. Approved unanimously.
- Approval of up tuition reimbursement for Lauren Sanchez as submitted and subject to provisions of GPL policies. Kristen moved and Jane seconded. Approved unanimously.
- Approval of the Vanessa’s draft request to the GPL Endowment for FY21. Kristen moved and Jane seconded. Approved unanimously.
- Vote to adjourn. Kristen moved and Jane seconded. Approved unanimously.

Action Items

- Vanessa to organize GRLA’s inspection of the new skylight.
- Building & Equipment to review bids for foundation repair with the help of Bob Garside and bring a recommendation to the Trustees.
- Building & Equipment to meet to discuss Babin quote for addressing south side drainage issues and bring a recommendation to the Trustees.
- Building & Equipment to consider installation of meter on irrigation system and pursuit of a sewer abatement.
- Building & Equipment to review report on prior capital expenditures requested by the Capital Planning Committee prior to submittal.
- Vanessa to investigate whether MassCor might be able to install the new reference desk while library occupancy is still reduced.
- Vanessa to submit approved reopening protocol to the Town Manager.
- Mimi to sign amended strategic planning consultant contract.

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- Vanessa to submit FY21 request to the GPL Endowment.

New Business - None

Unfinished Business

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

Report on Action Items from Previous Meetings – Reviewed and all were completed

Review Trustees' Calendar

- Review and Approve GPL Endowment Request
- FY 20, Q3 Financial Reports and Review
- Staff Appreciation Day - Postponed

Other Business

Budget & Finance

Approval to Waive Fines through August 31 Vanessa recommended suspension of late fines due to low levels of traffic, challenges some people have returning materials, and Covid risks of handling money. Copying fees below \$5 for one episode are also waived. Copying fees in excess of \$5 should be paid by credit card. Recommendation approved by the Trustees, see vote summary.

TM Budget Updates The spending freeze continues with only Union staff working. They are working a minimum of hours. No other news from the schools or the Unions. The Town Manager will ask for passage of the budget at the June 13 Town Meeting but expects to maintain the spending freeze. The Town Manager has withdrawn his application for another position.

Robbins \$70,000 available for Books & Materials for FY2021 The Town Manager has indicated the Robbins Trust funds can still be spent on books and materials. The Trustees agreed.

Q3 Reports & Current State Aid Spending Report Due to the spending freeze, most budget line items are currently underspent. The exception is custodial supplies related to Covid. The town will apply for a state grant to defray those increased costs.

Requests for Additional Supplies Vanessa requested funds for items to maintain/facilitate service with Covid. Requested supplies include dolly carts to allow for book crate transport and storage, aprons for staff, and stanchions for traffic control. Request was approved with funds coming from the state aid account, see vote summary.

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Building & Equipment

Roof Insulation Purchased and Final Skylight Work Completed The attic insulation has been received by the DPW who will install it as time allows. On May 8, the craftsman that constructed the skylight completed the repairs required by GRLA. Approximately, \$60,000 in contingency funds for the roofing project will be returned to the town's general fund once all paperwork and final approvals are received.

DPW Work DPW staff completed brush removal and mowed the front lawn. They also worked for parts of several days to improve drainage from a major portion of the parking lot.

Foundation and Emergency Exit Repairs Bob Garside, the roofing project Clerk of the Works, has offered to help review bids on the foundation and emergency exit repairs. Two bids have been received and a third is expected. Bob met with potential contractors on May 11. The budget available is believed to be adequate. Building & Equipment will review bids and offer a recommendation to the Trustees.

Quote for South Side Drainage Repair The quote is to route runoff from the front, south yard to a subsurface pipe. The drainage currently runs onto the neighbor's property at times. Building & Equipment will review the bid and offer a recommendation to the Trustees.

Capital Planning Committee Request Vanessa has prepared a draft response to the Capital Planning Committee request to document historic spending. Building & Equipment will review and offer comments before it is submitted.

Policy, Personnel, & Planning

Re-opening Protocols Developed by Other Town Departments The Trustees were provided with the approved re-opening protocols for Town Hall and the Senior Center as well as the draft protocol for the library. The draft protocol is consistent with the approved documents and consistent with the GPL's current operating procedures and town requirements. The anticipated "re-opening" date is July 7. More staff will be brought back to the library in late May and early June. The plan is to be open from 10 AM to 5 PM, Tuesday through Saturday. Summer reading will begin on June 16 with children's circulation through a window on the ground floor. Conference rooms will be used for staff offices to allow distancing. Readers's Advisory, Groton delivery, and GPL to Go will continue. Becky Pine suggested that hours, lunch closure, etc. be clearly stated.

Strategic Planning Contract The strategic planning process has been paused as allowed by state Library Board policy. The strategic planning consultant is willing and able to extend

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the service contract to allow for a one-year delay. The Trustees approved such a contract amendment – see vote summary.

Lauren Sanchez Tuition Reimbursement Request The tuition reimbursement request of the Children’s Services Librarian as well as the GPL’s criteria for reimbursement were reviewed. The request was approved (see vote summary) subject to her achieving the necessary criteria, and the funding approval by the GPL Endowment Board.

Other Reports

Art Committee Programs have been suspended due to the library closure. The curator’s stipend has been paid through June 30, 2020.

GPL Endowment Vanessa requested funds for a re-invented summer reading program given the Covid-related changes. Requested funds would include labor for program development. Trustees emphasized that this approval was viewed as a one-time event due to the extraordinary circumstances related to Covid. The Trustees expressed the strong belief that the Endowment should not be used to defray labor costs nor relieve the town of its fiscal responsibility to the library for salaries and wages.

Social Media Report No report

Other Business

None

Library Director Reports

GPL Magic Academy Sign up for the virtual magic academy has been strong.

Summer Reading – June 15 to August 31 The summer reading program will be “Imagine Your World” based on fantasy and writing. Eighteen of the planned 20 children’s programs will occur via Zoom, as many performers are offering their programs virtually.

Program and Service Updates None.

Patron & Staff Updates None.

Monthly Report & Statistics Statistics were reviewed.

Other News & Updates None.

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Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

- Trustees Meetings: May 12, June 11, July 14, Tue August 11, Wed. Sept 16
- Spring Town Meeting: Saturday June 13
- Town Elections postponed to Tuesday, June 9 (use of absentee ballots strongly encouraged)

Meeting Adjourned at 6:25 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. Reports & Statistics for March and April
4. Q3 & Financial Reports
5. Draft Library Re-Opening Protocols and Planning (with Town & COA Re-Opening Protocols)
6. Revised Contract for Strategic Planning Consultant Barbara Alevras
7. Recent GPL Endowment Docs & Info
8. FY2021 Endowment Grant Request
9. Gathered feedback from Patrons on GPL Services since closure
10. Lauren Sanchez Tuition Reimbursement Request & Info