

DRAFT Groton Public Library Board of Trustees
Monthly Meeting Minutes
June 18, 2020

Approved 7/14/2020 Trustees Meeting

Attending – Via Zoom: Marilyn Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, Jane Allen, David Zeiler and Library Director Vanessa Abraham. Guest: Bob Garside

Support and attendance by Bob Colman of Groton Cable.

M. Dabritz, Chair, called the meeting to order at 4:32 pm.

Vote Summary – All Votes were by Roll-Call

- Bid to repair foundation flashing and emergency exit stairway approved. Kristen moved and Jane seconded. Approved unanimously.
- Vote to approve the Chair signing the Greenwood contract closeout and release of the remaining \$59,000. Kristen moved and Jane seconded. Approved unanimously.
- Vote to approve purchase of two wireless phone handsets and headsets using State Aid. Kristen moved and Jane seconded. Approved unanimously.
- Vote to approve purchase of two laptops using the Town COVID grant. Kristen moved and Jane seconded. Approved unanimously.
- Vote to approve purchase of additional copies of popular books and books and materials focused on anti-racism from the Gift Fund. Kristen moved and Jane seconded. Approved unanimously.
- Vote to adjourn. Kristen moved and Jane seconded. Approved unanimously.

Action Items

- Vanessa and David to attend Historic District Commission meeting on June 23rd to discuss outside stair railings.
- Mimi to sign closeout documents on the roof project.
- Mimi to execute the approved contract for the foundation flashing and emergency exit stairway.
- Trustees to provide comments on the reopening guidelines and policies to Vanessa.

Unfinished Business - None

Other Business

Building & Equipment

Foundation and Emergency Exit Quotes Building and Equipment and Bob Garside recommend approving the \$44,000 bid of N. Johnson & Sons Restoration without the

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alternative railing. The alternative bids were either considerably higher or for only a portion of the effort. The selected contractor is understood to be well qualified. The recommendation was approved by the Trustees, see vote summary. The project will be started as soon as practical to get as much of the work done as possible with library closed. Work may begin with pending resolution of the railing with the Historic District Commission (HDC) still pending.

HDC Review of Emergency Exit Rails The GPL will seek permission from the HDC to use lower cost railings in an area out of sight of the public. This would save the town \$10,000. An HDC meeting is scheduled to discuss the issue on June 23. Bob Garside has introduced the issue to the chair of the HDC.

Coordination of Emergency Exit Work with Babin Drainage Fix The drainage work will be completed in coordination with the emergency exit work to avoid delays or rework.

Roof Project Closeout Documents Greenwood and GRLA have completed exchange and review of the close out documents. The Chair will execute the documents and release the remaining funds to Greenwood.

Reference Desk Area Updates The desk has been installed.

Parking Lot Repair The Director of Public Works has been asked if the remaining roof project funds can be applied to repair of the parking lot.

Budget & Finance

Town Meeting Votes FR 2021 Budgets The FY2021 GPL budget was approved at Town Meeting but a budget freeze will remain in effect at the beginning of the fiscal year.

Any Fiscal Updates from Town Manager The Town Manager agreed to loosen current staffing hours restriction from absolute minimum levels to allow for a few additional staffing hours each week in response to public service demands. The library is still down 2.5 full time equivalents due to the hiring freeze of 2 posted positions, furloughed shelvers and fill-in staff, and removal of summer reading support hours. More information on the budget status will be available from the Town Manager after July 1.

Funding Request for Four Wireless Phone Handsets and Headsets Wireless head- and hand-sets are needed to allow staff to provide service around the building while being available for phone calls. The town's phone system requires a specific and costly set. The Trustees approved purchase of two sets to ensure that they work and see if they address staff needs, see vote summary.

Funding Request for Two New Laptops Due to reallocation of existing computer resources

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Monthly Meeting Minutes
June 18, 2020

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to staff, the Town Manager suggested using the COVID grant to purchase two laptops for patron use. The two laptops are expected to cost \$1,500. The Trustees approved the purchase, see vote summary.

Funding Request for New Materials Vanessa requested \$1,200 from the Gift Fund to obtain extra copies of very popular items as well as items on anti-racism (children's \$250, Teens \$300, DVDs \$250, Adults \$400). The Trustees approved up to \$1,500 as a contingency, see vote summary.

Policy, Personnel, & Planning

GPL Reopening Protocols and Plans The reopening protocols were provided with meeting materials and will be made public in a couple of days. The Trustees are encouraged to provide comments to Vanessa.

Staffing No update.

Other Reports

Art Committee The sculpture by Ray Ciemny is expected later this summer and final payment will be due at that time.

Library Director Reports

Billerica Library Update At the request of the Billerica Town Manager, the Library opened with little notice on June 8th. Because of problems encountered, the library closed later that same day.

GPL's Stated Focus During Covid Serving the Underserved.

Report on Children's Summer Reading Service Window The window and canopy are in place along with decorations in other windows. The response has been very positive.

Other News & Updates None.

Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

- Historic District Commission Meeting Tuesday evening, June 23, 7:30 pm via Zoom
- Reopening Library on Tuesday, July 7
- Next Trustees Meeting: Tuesday, July 14, 4:30 pm, via Zoom

DRAFT Groton Public Library Board of Trustees
Monthly Meeting Minutes
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Meeting Adjourned at 5:10 PM - See vote summary.

Respectfully submitted:

Mark Gerath, Secretary