

DRAFT Groton Public Library Board of Trustees
Monthly Meeting Minutes
June 9, 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 4:30 pm.

Vote Summary – All Votes were by Roll-Call

- Draft minutes from May 12, 2020 minutes approved as amended. Kristen moved and Jane seconded. Approved unanimously.
- Approval for FY 2021: \$600 from State Aid for Plant Service; \$1,750 from the Gift Fund for Various Annual Events. Kristen moved and Jane seconded. Approved unanimously.
- Approval of up to \$6,500 from State Aid for drainage work on the South Side of the building. Kristen moved and Jane seconded. Approved unanimously.
- Vote to adjourn. Kristen moved and Jane seconded. Approved unanimously.

Action Items

- Vanessa to schedule GPL Trustee meeting to vote on recommended emergency exit bid once a third bid has been received.
- Bob Garside to contact the Historic District Commission regarding proposed handrails on emergency exit stairs.
- Building and Equipment to consider strategy on water meter and sewer abatement regarding irrigation water and report a recommendation to the Trustees.
- Vanessa to prepare a proposal for the Trustees to fund book purchases related to anti-racism.

New Business

Roof Update: Bob Garside. The Town is holding \$60,000 of Greenwood's fee pending receipt of closure documents. No problems are anticipated.

Foundation and Emergency Exit Quotes: Bob Garside. The closure for bids was noon on June 9th but the third bid is still pending. Two bids have been received. An inquiry will be made to the third bidder and, once the bid received, a Trustee meeting will be scheduled to vote on recommended bid. The current lowest bid is prepared to start work on June 15th. Hand railings are required on both sides and matching the railings on the street will add substantial cost to the project. The Historic District Commission will be consulted requesting approval for the lower cost option given the nature of the use and its lack of

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visibility.

Unfinished Business

Approval of Minutes from May 12, 2020 Meeting Minutes Completed – see vote summary.

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

Review Trustees' Calendar

- Town Election – Town Meeting Pending
- Election of Officers – Postponed until after the election results are known.
- Director Discretionary Fund Request – Discussed and Approved – See Vote Summary
- Policy Review – Postponed until 2021 due to ongoing COVID response.

Other Business

Budget & Finance

COVID-19 Expenses Report to the Town Vanessa requested reimbursement of COVID-related supplies to be addressed by a Town of Groton application to the State for Federal Funds.

Current State Aid Spending Report The recent State Aid expenditures and remaining budget were reviewed.

Request for FY2021 Approval Vanessa made the following requests for funds:

\$600 from State Aid for Plant Service

\$1,750 from the Gift Fund for the Following:

- Grotonfest \$200
- Volunteer Appreciation \$400
- December Staff Training: \$100
- We heart our patrons Valentine's Day All Day Hygge Café \$200
- Strategic Planning Dinners: \$200

After discussion, the requests were approved, see vote summary

Building & Equipment

South Side Drainage Work and Quotes Drainage on the south side of the building currently runs into the neighbor's garden. Babin Landscaping was asked to provide a quote on a remedy including burying the drainage pipe, connecting it to the existing subsurface

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drainage system, grading with landscape fabric and stone. The surface will be covered with gravel rather than planted with Vinca. The drainage from below the entry portico will also be connected. The total quote is \$5,691. The Trustees approved up to \$6,500 from State Aid, see vote summary. This work is to be completed before reconstruction of the emergency exit stairs.

Sewer Abatement A quote of \$4,000 to \$5,000 has been received from a local plumber to install a water meter on the irrigation line. The Groton Water Commission is not able to provide an on-going abatement of the sewer fees for this line. Building and Equipment will summarize the potential sewer fee change and a more formal statement of the quote at the July meeting along with a recommendation for the Trustees.

Reference Area Furniture Updates Susanne identified damage to the new reference desk which MassCor has agreed to repair. The installation will occur this week or next followed by installation of data and electrical lines.

Policy, Personnel, & Planning

Current/Latest GPL Reopening Protocols and Plans The reopening protocols have been posted and approved. Groton appears to be better organized than other towns. Among the key measures are:

- Temperatures will be taken at the door and no one with a fever admitted;
- All staff have a unique and isolated work station;
- The children's room will provide service at the window;
- Staff are working on a staggered, hybrid schedule; and
- The HVAC units will be fitted with a HEPA filter and the windows will be open to provide fresh air.

Replace Hand Dryers with Paper Towel Dispensers The electric hand dryers will be removed and replaced with paper towel dispensers for sanitary reasons. No objections have been voiced.

Other Reports

GPL Endowment

- 1) Report on May 18 Meeting

The Endowment Trustees met and approved the FY 21 request. The transition of funds to Fidelity is complete and in order but there have been real challenges. Index funds are being employed and re-balancing will occur in the Fall. Alexander Advisors will stay on as financial advisors.

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2) Set Up at Fidelity and Main St. Bank

A credit card for the Endowment has been issued by Main Street Bank. Movement from active to passive management will save approximately \$9,000/yr.

3) FY2021 Grant Request and Change in Funds Allocated Formula

The Endowment allocation formula has been changed from the average of four years to the average of 16 quarters. This should yield a more stable amount. The FY2021 grant request was approved.

Art Committee The stipend has been continued through the end of the fiscal year (June 30). Gallery activities may recommence in September, 2020.

Social Media Report The GPL's Instagram profile has been very high.

Other Business

Resources/Books on Race Relations Trustees are hearing that kids can't get copies of popular books because they are always checked out. Dave requested that resources for the Black Lives Matter movement be purchased for children and adults. Vanessa will ask the staff for a budget estimates of potential purchases for additional copies and #BLM books and materials and bring the request to the Trustees for special funding approval since all operational spending for FY20 has been frozen.

Library Director Reports

Covid-related Updates

- Check in is now possible with MVLC. They have adjusted their algorithms so holds don't get triggered by the check in allowing for a quarantine period.
- The impromptu Spring reading program had 67 kids, and 38 teens participate.
- The Lecture Fund has approved \$6,500 for programs.
- The State is changing and delaying their reporting requirements for libraries.

Town Updates and HVAC See above.

Summer Reading The newsletter was very creative and well received. Reading rewards are for charitable contributions to local organizations. Online applications for the library card and for readers advisory have been developed and implemented.

Program and Service Updates None.

Patron & Staff Updates None.

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Monthly Report & Statistics Statistics were reviewed.

Other News & Updates The new Web Page is fully coded. Staff training on content management will occur in a few weeks for Jeff, Vanessa, and Susanne.

Wrap-Up

Review of Action Items from Current Meeting: Complete

Upcoming Meetings & Events:

- Trustees Meetings: July 14, August 11, Sept 8
- Spring Town Meeting: Saturday June 13 at GDRMS Field

Meeting Adjourned at 6:14 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 Meeting
3. Reports & Statistics for May
4. Foundation & Emergency Exit Quotes
5. COVID Expenses Report
6. State Aid Operational Spending Report
7. Babin Quotes for South Side Drainage & Landscaping
8. Current Library COVID Docs (Staff Training Checklist, Re-Opening Protocols, and Planning (with Town & COA Re-Opening Protocols), etc.
9. Mass. Libraries Reopening Roadmap (MBLC, 5/21/20)
10. Feedback from staff on hand dryers
11. Recent GPL Endowment Docs & Info, including the new Endowment Draw Analysis, and FY2021 Voted Endowment Grant
12. Gathered feedback from Patrons on GPL Services since closure
13. Summer Newsletter