

Groton Public Library Board of Trustees
Monthly Meeting Minutes
June 12, 2019

Approved 7/16/19 Trustees Meeting

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

M. Dabritz, Vice-Chair, called the meeting to order at 7:03pm.

Vote Summary

- K. von Campe moved and J. Allen seconded to accept the minutes of the May 14th meeting as amended. The motion was approved 4-0.
- K. von Campe moved and J. Allen seconded a motion to approve the Plant Service (\$600), LIGMEG) & DDF (\$650), GIFT) budgets for FY2020. The motion was approved 4-0.
- K. von Campe moved and J. Allen seconded a motion to waive fines the first two weeks of the Summer Reading Program, through June 30. The motion was approved 4-0.
- K. von Campe moved and J. Allen seconded to postpone the election of officers and sub-committee until the July Trustees meeting. The motion was approved 4-0.
- K. von Campe moved and J. Allen seconded a motion to adjourn the meeting at 8:34 pm. The motion was approved 4-0.

Action Items

- V. Abraham to post the Pre-Construction meeting for Wednesday.
- V. Abraham to obtain a book label for L. Burton's book.
- PPP to postpone the meeting for policy manual review until sub-committees are confirmed.
- V. Abraham to discuss celebration expenses (birthdays, graduation, last day, etc.) in the library with staff.
- D. Zeiler to obtain references on MassCor projects similar to the proposed reference desk project.

Standing Committee and Liaison Reports

Building and Equipment

V. Abraham reported that the roof contract was executed and the notice to proceed issued. The project shall be completed by December 2019.

She expects the biggest delay to be the slate which needs to be approved by the HDC and has a 6 week lead time.

Ms. Abraham is working on acquiring and repositioning a new display screen for the lobby. It will be located near the elevator and angled in the corner between the walls for easier viewing.

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Budget and Finance

V. Abraham reported that the budget is at a 94% expenditure rate as of today. This is expected two weeks before the end of the fiscal year.

Policy, Personnel, and Planning

Vanessa updated the board on plans for the website redesign. Jim Woodman of Clearpeak Interactive provided the best package for the best price and did the work on our existing site. The Endowment Trustees voted unanimously via email to move \$7,500 of FY19 unexpended funds in other program lines to the furnishings and design budget towards the total website redesign expense of \$15,000.

Ms. Abraham reported that staff expressed concerned about personal outlay of monies spent on birthdays, good-byes, etc. She will continue to work on an amenable solution. The shelver job openings have been advertised by the own HR department.

Other Reports

Ms. Abraham reported changes resulting from recent town elections:

- Anna Elliot is the newest member of the CPC
- Our CPC liaison is Bob DeGroot
- Our Select Board liaison is Becky Pine.

Art Committee

Vanessa reported on the new art exhibit by Ruth Gamper, showing June 5th- August 31, 2019. Ms. Gamper states that the show has two themes, a study of trees and a swimming pool/summer series. (A reception was held tonight.)

GPL Endowment

V. Abraham reported that the Endowment was hiring a new accounting firm, Alexander Advisors of Harvard, MA, owned by CPA, Dave Alexander. She also reported that the Endowment Board has purchased a year's subscription to Little Green Light, a donor database, to see if it helps the Endowment track donors and donations more effectively.

National Historic Register

No report. This section will be removed from the agenda as an active project until the roofing project is complete.

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Library Director

V. Abraham reported that the Staff workshop held on 5.30.19 went very well. The facilitator did a great job and staff gave excellent feedback.

Vanessa asked Tom Delaney if he could help with ~~he mowing~~ the front lawn ~~mowing~~ problem. He quickly agreed and now the Highway Department is mowing the front lawn for us.

Ms. Abraham updated the board on an MVLC promotion to prevent children's learning loss over the summer which results from a lack of reading. She also reported on an improvement to Overdrive reciprocal lending, which now allows MVLC patrons to search and borrow OverDrive titles from any MA library network for items not owned by MVLC.

Vanessa commented on circulation statistics for the month of May being down 25% and reminded the board that the major portion of the library was closed for two weeks during the carpet replacement, and it could have been 50% or more, except for the extraordinary efforts of the library staff to keep services open and running from the first floor and their dedication at satisfying the service needs of every patron who walked in the door.

Upcoming Meetings:

Trustees: July 16, August 13, & September 10

Other Important Meetings:

Adjournment: K. von Campe moved and J. Allen seconded a motion to adjourn the meeting at 8:34pm. The motion passed 4-0.

Respectfully submitted,

Nancy Wilder, Secretary

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List of Documents Distributed for Use by the Trustees at the Meeting:

1. Current Meeting Agenda
2. Draft Meeting Minutes for May 14, 2019
3. Report and Statistics May 2019
4. DDF Report for May 2019
5. Revised Endowment Grant FY2019
6. FY2019 Town Operating Budget vs. Expenses Report, 6.6.19
7. Summer 2019 Newsletter
8. Trustee Roster History