

Groton Public Library Board of Trustees
Monthly Meeting Minutes DRAFT
July 16, 2019

Approved 8/13/2019 Trustees Meeting

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

D. Zeiler, Acting Chair, called the meeting to order at 7:02 pm.

Vote Summary

- Minutes from recent meetings were approved – von Campe moving, Allen seconding
 - April 16 – Unanimous approval
 - April 29 – Unanimous approval
 - June 12 – Allen, Dabritz, von Campe, Wilder approving; Gerath, Zeiler abstaining
 - June 19 – Dabritz, von Campe, Wilder, Zeiler approving; Allen, Gerath abstaining
- Election of Officers – von Campe moving, Allen seconding; Unanimous approval
 - Dabritz – Chair; von Campe – Vice Chair; Gerath – Secretary
 - Compositions of committees were unchanged
- Trustee Action Plan (see below) – von Campe moving, Allen seconding; Approved Unanimously
- Approval of up to \$1,500 to defray the costs of a photographer for new website photos from the State Aid (LIG/MEG) – von Campe moving, Allen seconding; Approved Unanimously
- Meeting Adjourned at 8:45 PM; von Campe moving, Allen seconding; Approved Unanimously

Action Items

- Abraham, Allen, and Gerath to meet with Historic District Commission at Town Hall, 7:30 PM, July 23 to present roofing materials. Clerk of the Works – Bob Garside and GRLA are also to attend and present.
- B&E and Abraham to meet to discuss reference desk bids, 2 PM, August 7.
- PPP to set a meeting to review policy manual.
- Abraham to notify Town Hall regarding the new officers and a new payroll delegation form.
- Trustees to check their contact information and sign the payroll delegation form.
- Abraham to draft webpage regarding potential donations to the GPL and the GPL Endowment.
- Wilder to circulate the link to the Library Land project (www.librarylandproject.com) that includes a review of the GPL.

New Business

Groton Public Library Board of Trustees
Monthly Meeting Minutes DRAFT
July 16, 2019

Approved 8/13/2019 Trustees Meeting

- Take New Board Photo (if all Trustees present) - Completed
- Elect Board Officers & Standing Committee Members for the Upcoming Year – Completed, see Vote Summary
- Review FY2019 Trustees Goals & Draft Goals for FY2020
 - Complete final phase of the interior space redesign project and plan
 - Complete the roofing project including preservation of the 1893 historic library building
 - Improve Sibley Hall including better audio-visual systems
 - In cooperation with other community efforts, work to increase pedestrian and bicycle traffic to the library
 - Advocate for the FY21 budget that meets the needs of the community and library, including permanent Sunday hours from September to May
 - Complete long-range planning process consistent with the state's five-year requirements

Unfinished Business

Approval of Minutes from the April 16, April 29, June 12, and June 19, 2019 Meetings
Report on Action Items from Previous Meetings – All were completed
Review Trustees' Calendar (Elect officers/PPP Reviews Policies/Trustee Goals) – Officers elected and trustee goals were drafted. PPP policy review is ongoing.

Standing Committee and Liaison Reports

Building and Equipment

Roof Updates: HDC has approved slate and will be asked to approve other external elements at the 7/23 meeting.

Other Building or Space Redesign Updates – B&E and the Director to review bids for reference desk and related work. After selecting contractor, the source of funds will be considered by the GPL Trustees.

Budget and Finance

FY2019 Budget Report(s) – The budget was fully expended and no funds were returned to the General Fund.

FY20 Voted Expenditures, Grants, & Gifts – Revised figures were presented and discussed.

Robbins Space Redesign Budget: Practically Final Budget Report – Three project phases have been completed and \$309.42 are unexpended. Therefore, the efforts were completed on budget.

Photographer for new photos for website: Endow, Gift, or LIGMEG? The Director

Groton Public Library Board of Trustees
Monthly Meeting Minutes DRAFT
July 16, 2019

Approved 8/13/2019 Trustees Meeting

recommends revamping the photos on the website to emphasize updated spaces and include more young people. She requested up to \$1,500 to defray the costs of a professional photographer. The Trustees recommended use of the Library State Aid. Request was unanimously approved.

Policy, Personnel, and Planning

Discuss Information on Giving to GPL on Website (links provided) – The Director presented examples from nearby libraries of webpages that provide information on potential donations to the library. The distinction between donations to the GPL vs. the GPL Endowment were discussed. It was agreed that the Director should draft a page including answers to Frequently Asked Questions to be reviewed by the Trustees for inclusion on the GPL website.

Discuss Issues with Potential New Service: Automatic Renewals – MVLC will discuss the potential to institute an automatic renewal feature in its circulation system. The automatic renewal would occur only if no holds were in place on the material. The potential impacts to revenue from fines as well as circulation were discussed. No decision on the potential feature was reached and it will be discussed further in the August Trustees meeting.

Shelver Hiring - Two shelvers have been hired, Declan Muir and Susanna Majcut.

Other Reports

Ms. Abraham reported changes resulting from recent town boards annual reorganizations.

Art Committee

A new exhibit has been in place since June 5.

GPL Endowment

With Treasurer D. Riggert, Chair C. Keeran, Administrative Assistant C. Krusen, V. Abraham is working to update all the Endowment accounts with the new members and to remove members no longer on the board.

Social Media Report

No report

Potential New Product/Service – Niche Academy (links provided)

Abraham saw this service at PLA and believes it would be very useful. It serves as “library academy” including video tutorials on how to better use library services. The

Groton Public Library Board of Trustees
Monthly Meeting Minutes DRAFT
July 16, 2019

Approved 8/13/2019 Trustees Meeting

cost is \$1600/year. Expense to be paid from general operating as one of our subscriptions. The Trustees were enthusiastic.

Library Director

Web Page Redesign Project – An update was provided and it was noted that the webpage will be optimized for access by mobile devices.

Chief Luth @ Staff Meeting Today – The visit by a web-provocateur to the police station was discussed.

Telescope - The GPL will receive the gift of telescope and training from the Aldrich Astronomical Society, which has a program to set up, train staff, and supply these telescopes to all interested public libraries. The GPL Endowment is paying for the telescope

Boston Children's Museum – The Children's Museum will allow printing of passes at home so visits to the GPL won't be necessary to secure the pass. Other museums are moving in this direction.

Summer Reading – The program is again a great success and the staff is very busy. 1038 total registrants: 586 kids, 239 teens, and 213 adults.

Monthly Report & Statistics - Report and statistics were reviewed.

Upcoming Meetings:

Trustees: August 13, September 10, October 8

Historic District Commission: Town Hall, First Floor Meeting Room; Tuesday July 23 at 7:30 PM

Meeting Adjourned at 8:45 PM; von Campe moving, Allen seconding; Approved Unanimously

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

1. Current Meeting Agenda
2. Draft Minutes Since Last Meeting
3. Report & Statistics for Last Month
4. FY2019 Year-End Reports (as available)
5. Projected Final Robbins Space Redesign Expenditures Report
6. FY2019 Trustee Goals
7. FY2020 Voted Expenditures
8. Information about Automatic Renewals