

Groton Public Library Board of Trustees
Monthly Meeting Minutes
August 13, 2019

Approved 9/10/2019 Trustees Meeting

Attending: Jane Allen, Marilyn Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler and Library Director Vanessa Abraham. Guest: Bob Garside, Clerk of the Works for the GPL Roof Repair

M. Dabritz, Chair, called the meeting to order at 7:00 pm.

Vote Summary

- Approval of up to \$45,000 for removal and disposal of asbestos-containing roofing slate to be funded from the contingency portion of the municipal roof repair budget. Approval is contingent upon review and approval by GLRA, the project's architect, and establishment that the bid includes preparation of a plan consistent with EPA regulations. The vote also directed Greenwood Industries, through GRLA, to notify EPA of the issue, starting a 10-day waiting period for any abatement. Kristen moved, Nancy seconded. Approved unanimously.
- Minutes from July 16 meeting were approved – Kristen moved, Nancy seconded – Approved unanimously.
- Up to \$15,000 for approval of MassCor's proposal of March 29, 2019 to construct, stain, and install a new reference desk using oak to match the existing woodwork in the room. The purchase will be funded by the gift from Middlesex Savings bank from earlier this year in an earmarked portion of the Library Gift Fund. Kristen moved, Nancy seconded – Approved unanimously.
- Up to \$5,000 from LIG/MEG state aid fund was approved for travel costs for Deb Dowson and Lisa Baylis to attend the PLA Conference in Nashville, TN in February 2020. This would provide up to \$2,000 for each for air fare, hotel, and meals. It would also cover the membership and conference registration fees of \$500 for both. Kristen moved, Nancy seconded – Approved unanimously.
- Up to \$5,000 was approved from the Library Gift Fund to retain Sage Consulting according to its proposal of August 11, 2019. Under this contract, Sage would support the GPL in the 5-year strategic planning process required by the state's accreditation process. Kristen moved, Nancy seconded – Approved unanimously.
- Permission was granted to the Vanessa to close the library from 10 AM to noon Thursday December 19, 2019 for a staff workshop. Kristen moved, Nancy seconded – Approved unanimously.
- A vote to adjourn at 8:40. Kristen moved, Nancy seconded – Approved unanimously.

Action Items

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- Mimi and Mark, the newly appointed Director's review committee, to meet to plan the process.
- Vanessa to acquire to coordinate with the Accessibility Committee about potential modification of the handicapped parking signs to be installed on the Main Street. She will also coordinate with the Town's Public Works Department on installation.
- Vanessa and the Trustees to consider planning and actions necessary for the GPL to have a booth at the 2020 Grotonfest.
- Vanessa to complete her self-evaluation for circulation to the review committee.

Unfinished Business

Presentation by Bob Garside of the need for asbestos abatement of the 1893 roofing materials. – Bob updated the Trustees and Vanessa on the status of the project including the finding of asbestos in the adhesive materials used on the slates in the 1893 portion of the building. The asbestos will require proper handling and disposal and was not included in the original RFP or proposal. There is a contingency available in the approved capital that is likely to be enough. Bob is in receipt of a proposal from Greenwood for the increased scope and costs for handling and disposal. He reviewed the bid and noted that GRLA, the architect, must review the proposal and make a recommendation to the Trustees to approve. The need to provide US EPA with 10-days' notice prior to the onset of work was discussed. Bob recommended that the Trustees approve funds contingent upon GRLA's review and that GRLA and Greenwood be instructed to notify US EPA so that delays in work are avoided. The process of material handling, shipping, and disposal including manifests were presented.

Approval of Minutes from July 16, 2019 Meeting. Completed.

Report on Action Items from Previous Meetings – All were completed

Review Trustees' Calendar (Q4 & FY-end reports/State-aid Report/LibDirEval/Fall Warrant Articles)

- Financial reports including State-aid were reviewed and no irregularities were noted.
- A Library Director Evaluation Committee was established.
- No warrant articles are anticipated for the Fall Town Meeting.

Standing Committee and Liaison Reports

Building and Equipment

Additional Roof Updates: The construction of the staging and scaffolding for the roof project will begin on August 14, 2019 and will take approximately two weeks.

Space Redesign Updates – The bids by MassCor and Platt Associates were presented along with a recommendation by the committee that the MassCor bid be accepted. The committee noted that MassCor's original proposal had been amended to use oak to match the other woodwork in the GPL.

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ADA Sign Discussion: Accessibility Committee/HDC and Front Mounting Options: - The joint meeting of the HDC and Accessibility Committee in which the HDC adopted a sign indicating the location of handicapped access was presented. One such sign is to be installed on Main St. providing direction to the lower GPL entrance which provides appropriate parking and access. Vanessa will follow up with the Accessibility Committee on the potential to use a sign more consistent in format with the current GPL sign on Main St.

Library Symbol Street Signs: Tom Delaney, the Public Works Director, has agreed to help with the installation of any signs on the streets or parking lots.

Budget and Finance

FY2019 Town? Final Budget Report(s) – The salary and general expense budgets were fully expended; some unexpended wage and warrant article funds were returned to the General Fund.

Free Replacement Library Cards during Sign-up Month – The Trustees were advised that during library-sign-up month the GPL will be offering free replacement library cards.

LIGMEG Request – Vanessa requested up to \$5,000 to defray travel costs for Deb Dowson and Lisa Baylis to attend the PLA conference. This would include up to \$2,000 for airfare, hotel, and meals and \$500 for PLA membership and registration fees. The schedule of staff attending PLA was discussed. Request was approved – see vote summary.

Policy, Personnel, and Planning

Discuss Idea to Hire a Long-Range Planning Coordinator to Support our 2020 State-mandated Planning Process. – The Director presented a proposal of August 11, 2019 from Sage Consulting to provide various services in support of the strategic planning process. It was agreed that the services would be a useful complement to the efforts of the GPL staff and Trustees. References received from other libraries on Sage's services were discussed. The proposal was approved – see vote summary.

Review Library Director Evaluation Process & Appoint Director Evaluation – Process was reviewed, and a committee set up consisting the Chair and Mark.

Further Discussion on Issues with Potential New Service: Automatic Renewals – No further discussion or decisions. Next MVLC Membership meeting is on September 17, 2019, where this will be discussed by Library Directors

Staffing Updates – 1) Groton Reads Coordinator – posted and already there has been expressions of interest. Job open until August 15. The position includes a stipend of \$3,000 provided by the Endowment; 2) Joelle Egan was hired as temporary circulation assistant for Sunday afternoons.

Other Reports

Art Committee

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No report.

GPL Endowment

Accounts continue to be updated and investment accounts will likely be consolidated under the direction of the Endowment Trustees after Ed Strachan's retirement as a 22-year board member and Treasurer since 2003

Social Media Report

No report

Grotonfest Saturday 28 Booth

The potential for the GPL to staff a booth at Grotonfest was discussed. A majority of the Trustees were very enthusiastic about the potential, but Vanessa has so far had trouble finding staff with availability. Three of the Trustees also have conflicts on the day. The decision was made to not participate this year but to start planning earlier for next year to ensure that the GPL attends.

Permission to Close from 10 AM to Noon on Thursday, December 19, 2019 for a staff workshop.

Vanessa requested permission to hold a staff workshop and open two hours later than usual. The workshop theme has not yet been selected. Past workshops have been very successful. Permission granted – see vote summary.

Library Director

Web Page Redesign Project – The project is proceeding with the objective of providing more clarity and simplicity. Karen Riggert has been taking photographs which will be incorporated.

Monthly Report & Statistics and Summer Reading - Report and statistics were reviewed. Adult circulation was up 6% and it is thought that the “face-out” display is effective. Children's circulation up 11%. 1100 have been signed up for the Summer reading program with 6300 books logged. The staff is very enthusiastic.

Other News and Reports: 1) The state library support budget has been approved with increases in aid to libraries and for technology to regional consortia; 2) Due to the water leak in Town Hall, all town buildings are being refitted with Smart Meters that will sense leaks; 3) Several great programs are pending including a writers' critique workshop and a class by Tommy Lamont of the Groton School on the History of US Foreign Relations starting September 5.

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Upcoming Meetings:

Trustees: September 10, October 8, and November 12.
Fall Town Meeting, Monday October 21 at 7 PM.

Meeting Adjourned at 8:40 PM; Kristen moving, Nancy 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
5. Roof Project Current Documents & Info.
6. Reference Area Desk Quotes, etc.
7. Library Director Evaluation Policy & Procedure
8. Information on National Library Symbol (Street Signs)