

Groton Public Library Board of Trustees
Monthly Meeting Minutes
September 10, 2019

Approved 10/8/2019 Trustees Meeting

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

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

Vote Summary

- Approval of the August 13 meeting minutes. Jane moving, Nancy seconding; Approved Unanimously.
- \$200 was authorized from the Library Gift Fund for GPL participation in Grotonfest. Jane moving, Nancy seconding; Approved Unanimously.
- \$400 was authorized from the Library Gift Fund for the GPL Volunteer Appreciation Event. Jane moving, Nancy seconding; Approved Unanimously.
- A vote was held to reappoint John Konetzny to a four-year term as an GPL Endowment Trustee starting on January 1, 2020. Jane moving, Nancy seconding; Approved Unanimously.
- A vote to adjourn was held at 8:46 PM. Jane moving, Nancy seconding; Approved Unanimously.

Action Items

- Vanessa to work with Bob Garside to move an air duct by the skylight to provide more space and improve safety. A change order of approximately \$3,000 may be necessary to achieve this.
- Vanessa to reformat as a table the list of GPL grants to facilitate summing and presentation.
- Vanessa and Building and Equipment Committee to coordinate on reuse and disposal of reference desk to be replaced.
- Vanessa to attend a meeting on GPL signage on September 11.
- Vanessa to order three library directional signs for placement on Main St. and Broad Meadow.
- Vanessa will coordinate the GPL's participation in the Green Communities Building Audit.
- Vanessa and the Policy, Personnel, and Planning Committee to meet to review the Policy Manual with the goal of reporting to the Trustees at the October meeting.
- The Trustees will meet on October 3 at 7 PM to finalize draft Library Director Evaluation.
- Vanessa and the Library Director Evaluation Committee will meet on October 7 at 5 PM in the Community Room to present and discuss the evaluation.
- The Library Director's pending contract will be discussed at the regular meeting on October 8.

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- Vanessa will verbally notify Mr. Konetzny of his reappointment. Mark will send a letter formalizing his appointment.
- Vanessa will coordinate with staff regarding Grotonfest planning.
- Mimi will explore the potential for the GPL to host a blood drive.

Unfinished Business

Library Roof Project Updates and Report, Bob Garside: – An update of recent and planned activities was provided. The Asbestos abatement plan was submitted to EPA. The removal of the slate and other roofing materials will begin in the next few days. The cost of the Asbestos abatement was less than anticipated (i.e., \$38,000 rather than the Trustees approval of up to \$45,000). The removal of the skylight was discussed as was the protections planned for the windows.

Approval of Minutes from August 13, 2019 Meeting. Completed.
Report on Action Items from Previous Meetings – All were completed
Review Trustees' Calendar

- Complete Library Director Evaluation.
- Appoint Groton Public Library Endowment Trustee.

Standing Committee and Liaison Reports

Building and Equipment

Space Redesign Project Updates: The Committee met with MassCor regarding the detailed design of the reference desk to be constructed. The Committee found the MassCor staff to be creative and responsive. The finished desk is expected to be installed by mid-November.

Library Signs: Vanessa reviewed the approach to the improved signage.

Green Communities Building Audit (with supporting materials): The Town is coordinating an audit of facilities to save energy and funds. GPL will participate.

Budget and Finance

Director's Request for \$200 for Grotonfest: Funds would be used for the application fee and crafts materials for visitors. See vote summary.

Director's Request for \$400 for Volunteer Appreciation Event on Wednesday, November 6. Funds would be used for refreshments and volunteer appreciation gifts. See vote summary.

2021 Municipal Budget Process. The budgeting process is expected to be difficult this year. The process will begin on about November 1.

Summary of Grants Applied for and Received by the GPL. The Town Manager has asked each town department to summarize the grants applied for and received. Vanessa had

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prepared the summary for the Trustees review and will submit the list.

Policy, Personnel, and Planning

Report on Library Policy Manual Review: The annual review of the policies is ongoing and a meeting will occur with the committee and Library Director. The policy regarding service animals was discussed and will be considered further by the committee.

Other Reports

Library Director Evaluation Subcommittee

Report on Soliciting Input for Library Director Evaluation: An update was provided regarding status of requested input.

Designate a Special Trustees Meeting in October to Review Draft Evaluation and Proposed Goals: A meeting was scheduled for 7 PM on October 3 to finalize the evaluation. The Trustees were asked to submit their input by September 14. A draft of the evaluation will be provided to the Trustees prior to the meeting.

Library Director Contract Ends on June 30, 2020: The Library Director has expressed interest in renewing her contract. The contract parameters will be discussed by the Trustees at their October 3 meeting and again at the regular October meeting.

Art Committee

There is a new exhibit, "Nature Reflected" by Gillian P. Frazer. A reception held on Sunday September 8 was well attended.

GPL Endowment

John Konetzny was reappointed to a four-year term beginning January 1, 2020. See vote summary.

Social Media Report

No report

Grotonfest Saturday September 28 Booth

Teens are being recruited to staff the booth with staff and Trustees. Craft activities are being planned. Prizes from Summer Reading will be awarded for answering "What do you love about the GPL?" Other feedback on the library will be sought. Sign up for library cards will not be available.

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Library Director Report

- Daniel the Cat will provide support at the Flu Clinic to be held in Sibley Hall from 3 to 6 PM on October 22nd.
- GHS Display Case has been updated in the foyer on the 3rd floor.
- New NF Staying on Top Floor
- Summer Reading
- Fall Newsletter & Programs
- Groton Reads Updates – Vanessa has met the coordinator, Kate Engstrom. The title of the program is “Groton Reads and Eats”. The Groton Senior Center is supposed to open on October 22 and will have a commercial kitchen set up for presentation and demonstration (as well as lunches). The kitchen may be used to support Groton Reads programs, if appropriate.
- In celebration of the new Senior Center, there will be several standout kickoff speaker events, which were coordinated with the Library. The first is the Liz Walker event on Sat Nov. 16 at 1 pm. There will also host Kristin Canty on Sunday, Feb. 23, about healthier food and farming.
- December Staff Training may include helping patrons and understanding service animals under the ADA
- Vanessa had a positive meeting with the Executive Coach
- October Vacation & Fall TM
- Monthly Report & Statistics – Circulation is up strongly for adults and children. “Face out” displays seem to improve reader interest.
- Other News & Updates – Edward Kennedy will visit the library on September 14.

Upcoming Meetings:

Trustees: October 3, October 8, November 12, and December 10

Library Director and LD Evaluation Committee: October 7.

Fall Town Meeting, Monday October 21 at 7 PM.

Meeting Adjourned at 8:46 PM.

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. Grotonfest Library Booth Plan
5. Library Director Self-Evaluation
6. Recent Roof Docs