

**Groton Public Library Board of Trustees**  
**Monthly Meeting Minutes**  
**October 3, 2019**

*Approved 11/12/2019 Trustees Meeting*

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

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

**Vote Summary**

- Approval of proposal to allow the Chair to approve change orders subject to the conditions outlined below. Mark moving, Jane seconding; Approved unanimously.
- Approval of proposal to move the duct work on the roof to allow for better access. Kristen moving, Jane seconding; Approved unanimously.

**Action Items**

- Mark to finalize the LD's annual evaluation and draft goals. The final will be distributed to the LD and the Chair prior to the evaluation meeting on 10/7/19.
- Mark and Mimi to attend a discussion of the annual evaluation with the LD on 10/7/19 at 5 PM in the Community Room.

**Unfinished Business**

Written Report on Roof Updates from Bob Garside: The report was reviewed by Vanessa. Schedule and progress is good. The asbestos abatement went well.

Other Critical Roof Updates (B&E, Director): Change orders are being developed to address blocking at the joint of the roof and the walls and for copper flashing on one portion of the roof.

Chair Approval to Sign Change Orders Vetted by Architects & Clerk of Works, if Within Contingency: To expedite work on the roof it was proposed that the Chair have the authority to approve change orders that met the following criteria:

- The request change is less than \$10,000 – requests in excess of \$10,000 will be the subject of an emergency Trustee meeting to be called by the Chair;
- The accumulated change orders do not exceed the contingency set aside in the project budget;
- Both the Clerk of the Works and the Architect agree that the proposed change is necessary; and
- Failure to approve the change in a timely fashion will adversely affect the schedule.

Following such approval, the Chair will summarize the change order and her approval to the other Trustees. After discussion, the proposal was accepted – see vote summary.

Moving Duct Work (\$3,764.72): The proposed movement of an air-circulation duct was discussed including review of plans and photos. It was agreed that safety would be greatly improved by allowing more transit space. The proposal was approved – see vote summary.

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Request from GRLA that GPL spend \$250 on Professional Drone Shots of the Roof Project (Before & After): This would be a 3-way split with Greenwood, GPL, and GRLA – each paying \$250; total project cost: \$750. The proposal was discussed and declined by a sense of the Trustees without a vote.

Director V. Abraham excused herself and left the meeting at 7:30 pm.

**Unfinished Business**

Discussion of the LD's Annual Evaluation: – The draft LD's evaluation was reviewed, discussed and finalized. Input received from the Trustees and other parties was discussed.

Discussion of Draft LD's Goals for Fiscal Year 2021: Draft goals were developed for presentation to the LD followed by discussion and finalizing at the Trustees 10/8/19 meeting.

Preliminary Discussion of LD's Contract to Be Renewed by the Close of 2019: The parameters to be considered in the renewed contract were discussed in a preliminary fashion. No votes were taken or action items defined.

Meeting Adjourned at 8:24 PM. Kristen moved and Jane seconded. Approved unanimously.

Respectfully submitted,

Mark Gerath, Secretary