

**Groton Public Library Board of Trustees**  
**Monthly Meeting Minutes**  
**October 8, 2019**

*Approved 11/12/2019 Trustees Meeting*

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

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

**Vote Summary**

- Approval of the September 10 meeting minutes. J Kristen moved, Jane seconded; Approved 5 to 0 with David abstaining.
- By consent agenda all items recommended by Policy, Personnel, and Planning were considered. Kristen moved, Jane seconded. Approved unanimously.
- An additional \$5,000 to be requested from GPL Endowment for tables for Sibley Hall. Kristen moved, Jane seconded. Approved unanimously.
- Meeting adjourned. Kristen moved, Jane seconded. Approved unanimously.

**Action Items**

- Nancy to email Vanessa with observations and thoughts on the GPL Grotonfest booth and activities.
- Nancy to scan the executed LD evaluation and email it to Mimi.
- Mimi to transmit the LD evaluation to the Town's Human Resources Director.
- Vanessa to submit a Summary of Intent to the CPC for a \$10,000 request for refurbishing the pocket doors.
- Vanessa to get quote from Broad Meadow Signs to change the sign on Main St to refurbish and add reference to disabled parking at lower level.
- Vanessa and Building & Equipment to meet on 10/9 at 1 PM to discuss capital budget needs over the next five years to support the FY2021 budget process.
- Mark to contact the Town Treasurer regarding typical year-over-year increases in the expendable portion of the Trust Funds.
- PPP to come up with a place to electronically store policies affecting employees.
- Nancy to obtain recent town employee contracts as perspective on the renewed LD contract.
- Vanessa to offer that the GPL will host a 2020 Library Legislative Breakfast.
- Trustees to meet to develop draft LD contract on November 7 at 7 PM.

**New Business**

Grotonfest Success: The GPL booth was very successful with lots of consistent traffic and several kids that stayed for an extended period. The hearts with "things that I love about the GPL" are at the main circulation desk and are really great.

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**Unfinished Business**

Approval of Minutes from September 10, 2019 Meeting. Completed.

Report on Action Items from Previous Meetings – All were completed

Review Trustees' Calendar

- Complete and File Library Director Evaluation.
- Meet with Trust Commissioners regarding annual request from the Robbins Fund.
- Attend Fall Town Meeting.

**Standing Committee and Liaison Reports**

**Library Director Evaluation Committee**

Discuss and Sign LD Evaluation: The LD evaluation was discussed and her 2020 accomplishments reviewed. The evaluation was signed by the LD and the Chair.

Discuss and Finalize LD Goals for FY2021: The goals were as follows and were recorded in the LD's executed evaluation:

- 1) Complete the major construction projects (i.e., roof, emergency walkway improvements, reference desk, and Sibley Hall functional improvements);
- 2) Complete the strategic planning process; use it to engage with the community and increase library use; and
- 3) Manage a productive and fulfilled staff. Apply best practices to develop succession plans for key staff.

**Building and Equipment**

Roof Updates: The project appears to be going smoothly with good communication among the parties. The Wednesday team meetings are very productive. The nature of potential change orders was discussed.

Outdoor Signs: Vanessa will meet with Janine LaValley of Broadmeadow Sign to discuss cleaning the GPL sign on Main St and adding reference to disabled parking/access at the lower level. Vanessa is still considering other signage in the parking lot.

CPC FY21 Request for Grant to Restore the Pocket Doors: The resubmittal of the request to refurbish the third-floor pocket doors was discussed. Platt Builders is evaluating the former quote of \$8,300 to see if it should be updated.

Meeting to Discuss and Review Projected Capital Budget Request: Vanessa noted that the budgeting process is expected to be difficult this year and requested that B&E meet to review the capital budget plan for potential changes.

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**Budget and Finance**

Annual Financial Report Submitted to the State: The state-mandated financial report has been completed, signed by the Chair, and submitted in a timely fashion.

Meeting with the Trust Commissioners – October 29 at Noon at GDRMS. It was noted that the Robbins Fund has contributed \$60,000 for books and materials to the GPL budget for the last ten years. When originally granted, the Robbins Contribution was approximately 50% (53%) of the total book budget, with the balance from the municipal contribution. The percentage contribution has fallen to well below 50% (42%) of Groton's minimum materials expenditure requirement as mandated by the state to stay certified. The potential to request \$70,000 this year was discussed including evaluation of the current expendable portion of the fund(s) and the apparent rate of increase of the expendable portions. Mark will confirm the rate of increase with the Town Treasurer. The sense of the Trustees is that requesting \$70,000 at the October 29 meeting with the Trust Commissioners was reasonable subject to information received from the Treasurer.

FY2021 Budget Kickoff Coming in November: The process for the 2021 budget development will begin in November. Potential challenges were discussed.

**Policy, Personnel, and Planning**

Trustee Calendar and By-law Changes:

Policy Manual Changes; including removing Trustee-Director-only policies to a separate internal manual (Staff Tuition Reimbursement Policy; Library Director Evaluation Policy; Trust Fund Usage Policy; Trustee Vacancy Procedure):

Procedure Manual Changes, including adding Disciplinary Policy:

The various policies and by-laws changed were presented and discussed. Items proposed for amendment and addition included:

- Moving the monthly meeting from the 3<sup>rd</sup> Tuesday to 2<sup>nd</sup> Tuesday of the month;
- Beginning the LD evaluation process earlier in the year;
- Noting of an annual request for small incidental expenditures (e.g., volunteer appreciation);
- Amendment of the disciplinary policies to note that they only apply to non-union employees; and
- Small changes to timing of tasks and other wording.

The potential to make employee-focused, as opposed to public-focused, policies available to the public was discussed. PPP will consider this further and may move employee-focused policies to Google Docs and the internal library staff drive.

The proposed changes were approved – see vote summary.

Service Animals Updates: The procedures manual was updated to provide guidance to staff on appropriate questions to ask and responses. No changes to policies were made.

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**Other Reports**

**GPL Endowment**

Donation Committee Meeting: Donor Spreadsheet & Minutes: During the meeting of 9/29, the Endowment's effort to increase donations was discussed. This will include an education/request desk at the onset of summer reading and a branding exercise intended to increase the number of members.

Draft Financials for FY2019: The report was reviewed and no issues were identified.

Account Consolidation Issues; Potential Fidelity Solution: Issues with the existing broker were discussed and the potential to replace that broker reviewed.

\$5,000 increase to Furnishings (total \$10,000) for Sibley Hall Tables: The allocation of the endowment funds for the year is \$15,000 under the cap. The potential to increase the annual request for more tables was reviewed and approved – see vote summary.

Annual Meeting on Wed. Oct. 16: The meeting will be at 6:30 in the Community Room.

**Social Media Report**

The Battle of the Robots got strong mention on social media.

**2020 Library Legislative Breakfast**

It was proposed that the GPL host a 2020 Library Legislative Breakfast with food provided by a local restaurant. After discussion, the proposal was endorsed.

**Library Director Report**

Monthly Report & Statistics – both were reviewed and discussed.

Vacation Oct. 21-25 / FMLA. Vanessa noted that her vacation will be immediately followed by the need for her to take sick time to support a family member's serious health condition. The Trustees expressed support for the time away from work and discussed means of the Trustees stepping in where possible.

**Other News & Updates**

- An update was provided on the potential to have a blood drive in Sibley Hall. The space seems adequate. Mimi will continue to pursue but will not schedule the event until the roof project is complete – potentially January or February with a target of 3 to 6 PM on a Thursday.

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- It was noted that the Pepperell Library is holding a wine-tasting as an educational event on Saturday 10/19 from 6 to 9:30. Trustees will try to attend to explore the potential for a similar event in Groton.

**Review of Action Items** Completed

**Upcoming Meetings:**

Trustees: November 12, December 10, January 14, 2020

Fall Town Meeting, Monday October 21 at 7 PM

Volunteer Appreciation Event on Wed. Nov. 6 at 7 PM.

Meeting Adjourned at 8:36 PM - See vote summary.

Respectfully submitted,

Mark Gerath, Secretary

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

1. Current Meeting Agenda
2. Draft Minutes from Last Meeting
3. Report & Statistics for Last Month
4. Roof Project Reports from Clerk of Works (Bob Garside), Architects (GRLA), & Roofers (Greenwood), along with Project Budget
5. CPC Two-Page Summary for FY2021 Application: Restore 1893 Pocket Doors
6. Capital projects, FY2020-2029 (projected last fall)
7. FY2019 Annual Financial Report Submitted to the State
8. PPP Edits to Annual Calendar, Bylaws, Policy Manual, Procedure Manual
9. Draft Endowment Financials for FY2019; Endowment Grant Approved for FY2020
10. Endowment Donors Spreadsheet & Endowment Donations Committee Meeting Minutes