

Groton Public Library Board of Trustees
Monthly Meeting Minutes
November 12, 2019
Approved 12/10/2019 Trustees Meeting

Attending: Marilyn Dabritz, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler and Library Director Vanessa Abraham. Jane Allen, Trustee, absent. Bob Garside, Clerk of the Works of the Roof Project in attendance.

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

Vote Summary

- Approval of the October 3 meeting minutes. Kristen moved, Nancy seconded; Approved 4 to 0 with David abstaining.
- Approval of the October 8 meeting minutes with one edit. Kristen moved, Nancy seconded; Approved 5 to 0.
- Approval of the November 6 meeting minutes. Kristen moved, Nancy seconded; Approved 5 to 0.
- Meeting adjourned. Kristen moved, Nancy seconded. Approved unanimously.

Action Items

- Vanessa to contact the Director of Public Works regarding potential installation of lighting at the parking lot between the GPL and the playground.
- Mimi to contact the President of the Parent Teacher Organization about the potential to provide chaperones for the YA area on ½ school days
- Vanessa to complete the draft FY2021 budget for circulation to budget and finance in the next couple of days.
- Trustees to meet regarding the LD draft contract on 11/19.
- Vanessa to post the meeting and arrange for a meeting space for 11/19 Trustee meeting.
- Nancy to confirm legislator attendance at the Legislative Breakfast to be hosted by GPL on February 7, 2020.
- Vanessa to send Nancy the check list for the Legislative Breakfast.
- Nancy to explore a caterer for the Legislative Breakfast.
- Vanessa to plan on circulating an invitation to the Legislative Breakfast after the first of the year.
- Vanessa to draft a letter to the parents of young man banned from the library for 3 months.
- Vanessa to post a Trustees meeting with the Trust Commissioners and the financial managers for Monday December 9, 12-2 PM at the Town Hall.

New Business

Review of Roof Project: Bob Garside reported that the project was going well and that

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communication within the team remained good. The architect's written field report was discussed. The change orders – both approved and under-development - were reviewed. The expected total for the change orders is expected to be about \$80,000, well within the available contingency.

Unfinished Business

Approval of Minutes from October 3 and 8, November 5, 2019 Meeting Minutes Completed.
Report on Action Items from Previous Meetings – All were completed
Review Trustees' Calendar

- Q1 Budget Reports and MVLC Action Plan.
- Meeting with the Trust Commissioners and Financial Managers
- Massachusetts Library Association Annual Meeting

Standing Committee and Liaison Reports

Building and Equipment

General Discussion: The need for lighting in the overflow parking lot was discussed. The elevator service company was called to investigate an odor thought to be leaking hydraulic fluid. No problems were found. An episode of vandalism in the elevator was discussed. The three-month banning of young adult patron for persistent disruptive behavior was noted. The very large number of YA patrons in the library and the grounds on ½ school days was noted as a problem and potential solutions were discussed. In particular, YA patrons' behavior can be problematic in less frequented, unsupervised areas.

CPC FY21 Grant Meeting: The presentation to the CPC of the resubmitted grant request for refurbishment of the third-floor pocket doors was discussed. The application is due in January 2020 and will emphasize the historical nature of that part of the building and the doors.

FY21-FY29 Draft Capital Request: The draft budget is still under development and will be circulated in a few days.

Budget and Finance

Trust Commissioners Meeting on 10/29: The meeting was very positive and the request for \$70,000 for books and materials for FY2021 was approved. The Trustees offered to provide the Commissioners with a tour of the completed space reallocation projects as the final accounting for the multi-year project was submitted to the Commissioners prior to the meeting.

First Quarter Financial Reports. The expenditures to date were reviewed and no issues were identified.

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FY2021 Draft Budget: The draft budget is still being developed and will be circulated in the next few days.

Policy, Personnel, and Planning

Library Director Contract: Mimi suggested that another meeting to discuss the draft LD contract would be useful due to the different benefits offered in other contracts. Such a meeting would allow for input by Jane who missed the original discussion. A second meeting was scheduled for November 19.

Volunteer Appreciation Event: The event was discussed and it was agreed that it was a great success. Credit was given to the staff for making it happen.

Other Reports

Fall Town Meeting

Meeting was over at 8:10 PM. Nothing of direct relevance to GPL.

GPL Endowment

Changes in Fund Management: The Endowment Trustees have agreed to consolidate existing fund accounts under one financial service company and, after review of the two main companies, Vanguard and Fidelity, have voted to move the fund management from to Fidelity because of better service and competitive costs. The Endowment's checking account will be moved from Main Street Bank to Middlesex Savings Bank.

The annual newsletter is due out to Groton residents next week.

The Endowment's tax forms are complete.

The Endowment is targeting increased membership in the next year.

Social Media Report

No report

2020 Library Legislative Breakfast

The GPL will host the legislative breakfast on February 7, 2020. Logistics were discussed – see action items.

Library Director Report

Patron & Staff Updates: The patron behavior issue was discussed and Vanessa will reach out to the parents.

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Groton Reads and Eats: The 2020 Groton Reads theme and books were introduced. Five books on food will be included along with programs and films focused on food. Events at local restaurants are being sought.

Monthly Report & Statistics – both were reviewed and discussed.

Other News & Updates

Potential Blood Drive - Mimi reported that both the Red Cross and MetroWest have stopped blood drives. Mass General holds mobile drives but in a blood mobile that would occupy too much of the parking lot. Therefore, the idea of hosting a blood drive at GPL has been tabled.

Update to Policy Manual – Kristen reported that the changes were complete and the decision was made to file the employee-related policies at the end of the manual rather than in a separate document.

Upcoming Meetings:

Trustees: December 10, January 14, February 11

Trust Commissioners Annual Financial Performance Report: Mon. Dec. 9, 12-2 at Town Hall

Meeting Adjourned at 8:30 PM - See vote summary.

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

1. Current Meeting Agenda
2. Draft Minutes from Last Meetings: Oct. 3 & Oct. 8
3. Report & Statistics for Last Month
4. Roof Project Invoices, Budget, Meeting Minutes, & Reports
5. First Quarter FY20 Financial Reports
6. Annual Letter from Endowment Chair to the Trustees
7. CPC Required Project Summary for FY2021