

Groton Public Library Board of Trustees
Meeting Minutes
November 25, 2019

Approved 12/10/2019 Trustees Meeting

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

M.Dabritz, Chair, called the meeting to order at 5:15 pm.

Votes:

- Approved proposed FY2021 Budget. Kristen moved and David seconded. Approved unanimously.
- Approved proposed FY2021 – FY2930 Capital Projections and FY2021 Capital Budget. Kristen moved and David seconded. Approved unanimously.

Action Items:

- Vanessa to post Trustee meeting for 12/2 at 5:15 with Capital Advisory Committee.

New Business

- Review of Recent Developments on the Library Roof Project. Bob reviewed changes in the scope of work associated with moving and replumbing the HVAC units on the roof necessary due to the raising of the floor of the HVAC enclosure. The changes must be made in order to keep the project on schedule, a critical goal given the pending snow. The specifics of the change order are outstanding but Bob reviewed the approximate cost and the specific actions necessary. The change order is expected to be well under the contingency funds still available to the project. No action or vote was necessary by the Trustees at the meeting. The project is still anticipated to be substantially completed before Christmas.

Standing Committee and Liaison Reports

- **Budget and Finance**

The Town Manager's directions to department heads for the budget preparation were reviewed. The Director and the committee proposed a level services budget. After discussion, the draft budget was approved for submittal to the Town Manager.

- **Building and Equipment**

The committee and the Director reviewed changes in the long-term budget projections based on recent developments. The proposed capital budget for F2021 includes rebuilding the parking lot and repair to flashing on the north wall of the library to address leaks into

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the children's room. After discussion, the draft budget and projections were approved for submittal to the Town Manager and the Capital Advisory Committee.

Other Business

- Review New Upcoming Meetings:
 - FY2021 Library Budget with Town Manager, TM's Finance Team, Mon. December 2, - 8 AM
 - Capital Advisory Committee Meeting, Mon. Dec. 2 at 5:15 PM.

Meeting Adjourned at 6:05 PM. Kristen moved and David seconded. Approved unanimously.

Respectfully submitted:

Mark Gerath, Secretary