



GRAFTON PUBLIC LIBRARY

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MINUTES
GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES
Regular Meeting
Municipal Center Conference Room E
January 13, 2016 @ 7:00 p.m.

Present: Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Dana Wilson, Trustee; Cynthia Zarriello, Trustee

Excused: Diane Libbey, Co-Chair

Absent:

Guest(s):

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 7:03 p.m. in Conference Room A of the Municipal Center.

Review of Minutes. Motion was made to approve December 9, 2015's minutes as written by Cyndi Zarriello, seconded by Marilyn Cusher, and approved by all.

Bills to be Signed. Current and previously signed bills were presented for signatures, motion was made to accept bills as presented by Cyndi, seconded by Marilyn, and approved by all.

Membership. Doug Bowman noted that he received a letter of resignation from Carrie Hogan, Trustee. Carrie's resignation as a Trustee to the Library Board of Trustees is effective immediately, January 1, 2016. Of note, Carrie's term runs to the year 2018; this position will be filled. Doug B. will deliver the letter to Donna Girouard, Town Clerk. This position will be posted.

A new Trustee was discussed, do you know of someone in the community who might be interested; we need an individual who is motivated and enthusiastic. Trustees will return to next month's meeting with names to consider.

Old Business:

GRANTS

SHRAB Grant Update. Tabled.

Tufts Grant Update. This grant is moving along. Beth Gallaway will request the second half of the grant once the money from the first half is spent.

Sarah reports that we have been invited into the North and South Grafton pre-schools as part of our Full STEAM Ahead outreach. The first sessions were held this month and Beth G. conveyed that the program was well received by both the teachers and the students. The first round of Education Kits is almost ready to go and should be delivered to the schools in early to mid-January. Have we seen students who attended the STEM Programs in the Library, i.e. are we seeing new attendance in the Library? Beth G. will follow-up with Sarah.

MBLC Grant Update. - Tabled

MIA Grant Update. Although the project is not complete, installation of cameras began in December. The project should be complete by the end of January. A Video Surveillance Policy will be developed.

2016-2017 MPLCP Grant. On Tuesday, January 26, 2015, Beth G. will hold a focus group with Friends of Grafton Public Library beginning at 7:00 p.m. On Saturday, February 13, 2016 at 10 a.m., a second focus group will be held. Beth Patch will invite attendees from this summer's Stakeholder meetings to these meetings. Both meetings will be advertised in the paper. This was electronically sent January 4, 2015.

The Library Planning Committee needs to begin meeting; Doug B. will follow-up.

Beth G. has a DRAFT RFP from Doug Willardson for architectural services, Beth G. will share this with Doug B.

Doug B. feels that this group should discuss our viewpoints about the size of the new Library.

Long Range Plan (LRP). Need cover page to Doug B. to sign. Beth P. will follow-up.

Budget Update. Beth G. noted that the Library's Maintenance Budget is overspent due to unexpected plumbing, building, and other maintenance repairs.

Beth G. discussed a meeting she attended regarding custodial services.

Beth noted that after two staff members worked on organizing the a isle where Library supplies are kept, it is clear that before any new craft supplies are purchased, that Sarah should be consulted for her approval.

Of note Trisha Fay, Town Accountant has taken a position in Hudson.

ON-GOING AGENDA

Wi-Fi Update (ongoing)/IT. The Library's Wi-Fi has not abated and patrons complain daily. There is almost no connectivity in the Children's Room or outside the building; Apple products do not connect anywhere in the building, or streaming media will not connect wirelessly anywhere in the building. This remains unresolved.

Beth G. brought a quote from Akuity Technologies for a 48-port Switch, 3 additional Aerohive access points, with 12 hours of labor for \$7,482.00. This quote and the Wi-Fi concerns, both presently and in the future was discussed in detail. Marilyn made a motion to spend up to \$5,000.00 from State Aid to pay for a network upgrade; Cyndi seconded the motion, with all in

favor. Beth G. will check into scaling back and approach the Town for the remainder of her new equipment budget, and if that does not pan out, ask UniBank for a \$2,500.00 grant.

Beth G. noted that staff's replacement computers, budgeted for, were finally ordered; two laptops and six desk tops.

Landscaping Update (on going). Diane Libbey requested that the shrubs that we have planned to move be put back on the Agenda for consideration. She would like to see these shrubs moved as previously discussed. In the spring Beth P. and crew will follow-up. A request will be made to the Worcester House of Corrections work crew to move these when the ground has thawed.

Door Repair/CPC Update (ongoing). Beth G. noted that door repair remains in process, with a \$1,500.00 change order because the doors are built differently than anticipated and are taking more time and care. Rob of Heritage Restoration has made many small upgrades at his own expense and time, and says the doors are "beautiful." Beth G. has asked the Town Administrator's Office to have the Board of Selectmen cover the \$2,000.00 overage. We anticipate the return of the three doors by the end of January. The interior will have a new push bar, and the exterior will have an ADA compliant paddle-style lever. Of note, Gary Beauchamp requests that the original doorknob be returned. Heritage Restoration is located in Providence, RI.

Building. Beth G. noted that the roof inspection revealed the roof is in excellent shape. A suggestion to add a heat trace to the perimeter and shovel the flat roof should be taken into consideration.

Thank you to Mary and Gary for painting the concrete floor over the holiday break. It is a great improvement.

We have a new temporary custodian who is very attentive.

Beth notified National Grid that the parking lot spotlight needs repair.

Noise Complaints. A specific noise complaint is detailed in the December 2015 Director's Report.

Cushions Update (ongoing). Tabled

Air Conditioners. Beth Patch will purchase three air conditioners (two for second floor stacks and one for director's office) in the spring.

Discarded Computer Grave Yard Store Room. Doug Willardson personally removed all the old computers, monitors, and wires and placed them on the stage in the Municipal Center. He noted that he will find storage area for seasonal items. Thank you Doug W.

The Friends. Doug Bowmen reported on the joint Trustee/Friends meeting. The main discussion was on membership, dissemination of information, a contact list from Friends, budgeting and planning when Library asks for money. It was agreed that the Library will try to plan in advance; a liaison will attend the Library Board of Trustees, as will a Trustee liaison attend the Friends meeting (we did not have a liaison at tonight's meeting). Of note, the Friends do not have a set meeting schedule. It was agreed that Trustees will rotate their attendance as a dynamic commitment. Marilyn will attend the January 19 meeting 7:30 p.m.

Doug B. will reach out to Betsi Weldon regarding a Friend liaison attending our meeting. Doug B. will put together a report on the last meeting, and we will discuss this again next month.

The Wonderful Wizard of Oz is the Community Read, which will be held South Grafton Community House, Tuesday, March 15 at 7:00; Helen Wahl will lecture and discuss.

Paint Night Fundraiser with the Friends of the Grafton Library will be held on Saturday, February 6 from 6:30 – 9:00 p.m. at the Grafton Inn. Tickets are \$40 each, and a portion of your ticket price will be donated back to the Friends to benefit the Grafton Public Library. Your ticket will include paint and materials, along with professional instruction in painting your own painting.

Advanced purchase of tickets is required as they need to prepare enough materials ahead of time. Tickets can be purchased through Brush It Off.

Developing a 501c3. Dana Wilson will begin actively working on developing a 501c3; as well as a committee.

Calendars. Library Closing Date calendar and Library Board of Trustee Meeting Dates calendar were included in tonight's packet. Motion was made to accept the calendars as noted by Cyndi, seconded by Doug B., and approved by all.

State Aid. It was noted that the Library's State Aid went down basically because people did not call their legislators when the State Budget was being written and consideration taken on where to make financial cuts. Dana noted that we should work with our State Rep next year when the State Budget is being developed.

Library Walkabout. Marilyn and Beth P. will conduct the next Walkabout for February's meeting.

REMINDERS

Storytellers Reminder. Storytellers air on Saturday mornings on GCTV and on demand at graftontv.org. Email your selections to vevans@cwmars.org and Val will seek permission for specific books.

New Business:

Newspaper Article. Gary distributed a new paper article regarding Leicester efforts to renovate the town's outdated, undersized Library. This was reviewed in detail.

Library Anniversary 2017. The Library will be 90 years old in 2017. We will begin planning for a large celebration in June of 2017.

Library Clean Up Day. A Library cleanup day will be held on Saturday 23 and Saturday, January 30 beginning at 11:00 a.m. The Storage Room, the Boiler Room and isles will be organized and cleaned.

Policy Review:

Policy and Procedure Review. The Response to Accident Policy will be reviewed during an upcoming 2016 meeting. A Video Surveillance Policy will be developed.

Director's Report:

Discussion was held around times when the Library is short staff necessitates closing the Children's Room. There needs to be two staff in both the Children's Room and the Main Reading Room. One staff member cannot be left alone in the Children's Room. This will be brought back to February's meeting. Trustees are willing to come in and assist under those circumstances, a contact list will be developed.

Today was Rubber Duck Day.

Upcoming Events:

Tuesday, January 26, 2016 – Focus Group @ 7:00 p.m.

Saturday, February 6, 2016 - Take Your Child To the Library Day

Saturday, February 6, 2016 - Paint Night, Grafton Inn

Monday, February 8, 2016 - Special Town Meeting

Friday, February 12, 2016 – Technology Petting Zoo 2 – 4 p.m.

Friday, February 12, 2016 - Legislative Breakfast, Worcester Library @ 7:30 a.m.

Saturday, February 13, 2016 – Focus Group @ 10:00 a.m.

Tuesday, March 8, 2016 – Legislative Day in Boston

Friday, March 11, 2016 - Technology Petting Zoo 2 – 4 p.m.

Sunday, March 13, 2016 - History of Chocolate Program @ 2:00 p.m. Brigham Hill Community Barn

Tuesday, March 15, 2016 - Community Reads Discussion, *The Wizard of Oz*, led by Helen Wahl @ 7:00 p.m.

Pajama Drive. The Library will participate in the MBLC & Boston Bruins Pajama Drive again this year. Donations of new pajamas in size 0-14 are encouraged. Staff will promote the event with Pajama Days on Wed 2/3 and Fri 2/5, 2/12, 2/19, and 2/26. Trustees agreed to wear work-appropriate pajamas at the next meeting on Wed Feb 3.

Citizens Input. None

Adjournment:

At 9:50 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, February 3, 2016 at 7:00 p.m. in Room A of the Grafton Town Hall.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. January 2016 Agenda; December 2015 Minutes; GPL Director's Report for December; GPL December 2015 Circulation Statistics; Letter of Resignation form Trustee Carrie Ann Hogan; GPL Board of Trustees Meeting Dates; GPL 2016 Closing Dates; GPL & Trustee Contact Information; Letter from MBLC re: State Aid; Heritage Restoration, Inc. formal description of door repair; Information regarding GPL Roof Inspection; Ice Damage Final State

of Loss Claim Recap; Quote from Akuity Technologies for additional Aps and Switching; Flyer regarding Library Legislative Day – March 9, 2016; January and February 2016 Children's Room Calendars; Town of Grafton Municipal Center & Senior Center Use of Facilities Rules and Fee Schedule; Copy of Summary of the Conflict of Interest Law for Municipal Center Employees

DL/BG/bp