



# GRAFTON PUBLIC LIBRARY

35 GRAFTON COMMON  
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[www.graftonlibrary.org](http://www.graftonlibrary.org)

## MINUTES

GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES

Regular Meeting

Municipal Center Conference Room A

November 4, 2015 @ 7:00 p.m.

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**Present:** Gary Beauchamp, Trustee; Douglas Bowman, Chair; Beth Gallaway, Library Director; Diane Libbey, Co-Chair; Dana Wilson, Trustee; Cynthia Zarriello, Trustee

**Excused:** Marilyn Cusher, Trustee

**Absent:** Carrie Hogan, Trustee

**Guest(s):**

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 7:09 p.m. in Conference Room A of the Municipal Center.

Review of Minutes. Motion was made to approve October 14, 2015's minutes as written by Cyndi Zarriello, seconded by Diane Libbey, 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 Diane, and approved by all.

Beth Patch noted that an invoice for \$310.00 from Green Dragon Bindery, Inc. is included in tonight's packet. The bill covers the cost of restoring each map: a Grafton Birdseye, an 1831 map of Grafton, a colored map of Grafton and a second map non-colored of the same view. This bill only includes the cost of restoration and does not include the cost of a photographer to digitally copy each map. Once this process is complete we will be able to duplicate the maps for fundraising purpose.

Kitchen Renovations. Renovations have begun in the Staff Break Room. Beth G. has conveyed Library Staff's gratitude for the Friend's concern and consideration towards staff in providing kitchen renovations.

### **Old Business:**

SHRAB Grant Update. The Green Dragon invoice for \$310.00 was included in tonight's packet. The restoration of the maps will be paid out of the SHRAB Grant account.

### GRANTS

Tufts Grant Update. This will be wrapped into Full Steam Ahead.

MBLC Grant Update. LSTA Full Steam Ahead launched in November.

MIIA Grant Update. Beth Gallaway conveyed that she has been in contact with American Alarm; however, she needs to provide them with a purchase order number so that they can proceed. The alarm system's installation should be complete by year's end.

2016-2017 MPLCP Grant. Beth G. reported that she continues to work on this grant. Beth G. needs edits on the sections she has already completed and forwarded to Trustees - Sections: I, II, III, IV, V. Of note Beth G. is appreciative of the grammatical edits; however, what she really needs is content edits. Diane will review Section V to ensure that listed directions are accurate. Section VI is an area-by-area description of the Library. Section VII pertains to current Library Trends, what are other Libraries doing currently, i.e. Maker Spaces. Discussion was held around the need to have this document complete and submitted. Doug B. will meet with Beth G. to discuss what is left to complete. Cyndi will help complete Section XIII. Please be sure to complete any section you have agreed to complete. Doug will speak with Marilyn Cusher and Carrie Hogan regarding what they may be able to contribute. A specific list from MBLC resource guides can be found at <http://guides.mblc.state.ma.us/> Old plans will be on our website eventually.

Along with completing the draft of part V (existing building [which staff and trustees have reviewed]), assigned area descriptions to staff, and with the help of Cyndi and Beth P's help, drafted Part VII - a list of building improvements and maintenance. Part VIII's photos are in complete *DRAFT*. Feedback on the *DRAFT* Building Program is now online at [www.graftonlibrary.org/buildingprogram](http://www.graftonlibrary.org/buildingprogram). The final document will be posted with our bid for architectural services. The Building Program is used to develop a floor plan and renderings, and required in order to apply for the MA Public Library Construction Program Grant in January 2017. Beth G. noted that January sounds far ways, but this is a long process, and we are just at the beginning.

Gary Beauchamp discussed the State of the Library Section which describes the current state of the Library. Gary noted that he is impressed by the document – Beth G. did a great job capturing the true state of our Library. The community should see this document, this conveys the reason why we require a Library expansion - all systems are in need of upgrade. This is why we are applying for a grant. This is why we have to move this paperwork along.

Long Range Plan (LRP). Included in tonight's packet is a *DRAFT* copy of the Long Range Plan. This 47 page document due October 1, 2015 was submitted as a *DRAFT* to the MBLC. Each goal was discussed in detail. Questions and answers were given and changes were made as needed. Beth G. documented each change and noted that the LRP will be complete by December's meeting. Please be prepared to approve this LRP on December 9, 2015. As well, the current Action Plan will be reviewed on that date, please be prepared to discuss this 13 page plan.

Beth G. noted that she has communicated to MBLC that we would like more time to work with our Long Range Plan, and have been approved for an extension. Further feedback, specifically what to cut and what to add has been solicited from the Board and from Town Department Heads. Please take a few moments this month to review our *DRAFT* Long Range Plan at [www.graftonlibrary.org/lrp](http://www.graftonlibrary.org/lrp)

This is our strategic plan; it is ambitious, but wan to strive to complete this list given our space issues, etc.

Budget Update. Beth G. noted that the FY 2017 Budget Directive has been received. The Personnel piece is complete and in tonight's packet. After a detailed discussion around the personnel section of the Budget it was agreed that requests for additional staff should be made in the following order: Custodial Children's Room Assistant, in house IT Staff, and Library Assistant for circulation. Diane noted that when Beth G. goes before the Finance Committee that it should be made clear that we have IT concerns over the past (how many years).

Beth G. completed the ARIS Financial Report for State Aid; Grafton remains eligible for 2017. Please note that due to decreases in State Aid to Networks and Regions, we have a \$1000.00 surcharge on services from C/W MARS. Please do call you representatives or their aides to advocate for continued Library support.

Executive Session. Motion was made for this committee to go into Executive Session to discuss the Library Director's compensation at 8:49 p.m. by Diane, seconded by Dana with all in agreement. At 8:55 p.m. motion was made to adjourn the Executive Session by Gary, seconded by Gary, with all in agreement.

Beth P. will conduct research on "sister communities," in relation to years of library service/years as director.

### ***ON-GOING AGENDA***

WiFi Update (ongoing)/IT. Beth G. noted that she was in contact with Neil Trahan regarding new staff computers, the computer closet, and the WiFi project - all outstanding since July 1, 2015. Greg advised that the noise from the switch for the public internet is on its way out, and the battery on the UPS for the server is okay. IT supplied power strips when one of ours died. Beth G. requested a meeting with Time McInerney and Neil Trahan for Monday, November 9, 2015.

The Library's WiFi is getting worse and patrons are complaining. There is almost no connectivity in the Children's Room or parking lot. This remains unresolved.

Landscaping Update (on-going).

Door Repair/CPC Update (ongoing).

Building. Rebuildx completed plaster and painting in the Director's Office. Jesse Dowd replaced the fire escape door. Custodian Pat hung Allison's bulletin and dry erase boards. Service Pro came out to repair the staff room toilet, which was running and not flushing. Renaud completed the annual inspection of the boiler and radiators. Beth G. contacted roofers to schedule annual gutter cleaning, and the American Alarm to get security cameras installed.

Noise Complaints. Tabled.

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.

Maps. Beth P. noted that a photographer to digitally copy the maps has been identified; an invoice should be available at next month's meeting.

Discarded Computer Grave Yard Store Room. Discarded computers remain in the Store Room undocumented for removal. Other items will be relocated to this space once the Store Room has been emptied.

The Friends.

## **REMINDERS**

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

## **New Business:**

Library Walkabout.

### INSIDE

- All bathrooms, staff, visitors, family and Men's Room require cleaning; sinks, toilet bowls, and especially floors need to be cleaned thoroughly
- Trash is full throughout Library (spilling over)
- Needs dusting throughout
- Windows need professional cleaning on all levels
- Curtains in Main Reading Room need to be hung correctly as they have been miss-hung
- Light out near Heidi's desk
- Fans on floor in Mezzanine need to be taken to Boiler Room
- Tape remains on light fixture in Mezzanine at stacks/isle 335.43 – does the tape need to remain or can it be trimmed
- Need larger trash can for stack area/mezzanine?
- Air conditioners need to be prepared for winter; caulking covers, etc.

### Kitchen

- At some point the kitchen cabinets need to be cleaned to enhance the kitchen repairs

### Children's Room

- The whole area needs to be dusted
- Trash cans are full
- Children's Room Check In/Out Desk is damaged at front from children taping pictures on it and when pulled off, the paint is coming off to expose paper under layer
- Carpet needs spot cleaning
- Have plexi-glass cut for magazines display so magazines do not sag.

Down Under

- Floors – clean marble stairs/floors
- Clean and paint Down Under stack floors

## OUTSIDE

Parking Lot Side of Building

- Peeling paint around directors' window
- Re-pointing of brick is needed
- Air conditioners need to be removed or winterized
- Boiler room door needs to be replaced
- North Side large window needs scraping and painting

North Side

- Large window needs scraping and painting

Front

- Tree at right hand side needs offshoots trimmed
- All windows on the right side of front door need to be scraped and painted.
- Front entrance at top needs power wash

Side

- Bush trimmed back
- Window scraped and painted
- Fix wooden piece

**Policy Review:**

Policy and Procedure Review. The Response to Accident Policy will be brought back for review during November's meeting.

**Director's Report:**

Beth G. provided the Director's Report for the month of October 2015 for review and discussion. A full report can be found in this month's section of this Board's meeting manual.

Custodial Services. Continues to remain unresolved.

Staff. A full report can be found in this month's section of this Boards meeting manual.

Citizens Input. None

**Adjournment:**

At 9:50 p.m. motion was made to adjourn the meeting by Diane, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, December 9, 2015 at 7:00 p.m.in Conference Room A of the Grafton Town Hall.

Respectfully Submitted, Beth Patch, Recording Clerk

**Attachments.** November 2015 Agenda; October 2015 minutes; GPL Director's Report for October; GPL October 2015 Circulation Statistics; 2016 Closed Dates; IRS Application for *Recognition of Exception Under Section 501 (c) (3) of the Internal Revenue Code*, information on Executive Session Documentation and Guidelines; Community Education Packet on The Reality of Medical Marijuana; The Dangers and Consequences of marijuana Abuse;  
*DL/BG/bp*