

Groton Public Library Board of Trustees
April 9, 2019 Minutes - DRAFT
5:30 pm - Groton Public Library

Present: Sara Knobel, Sheri Shurtleff, Pam Vitale, Kelly Smith, Chris Williams, Monica Dykeman

Excused: *Jennifer Morey, Linda Nobles*

Call to Order: President Sheri Shurtleff called the meeting to order at 5:30 pm, and everyone recited the Pledge of Allegiance.

Routine Items:

- The Agenda stood approved as presented.
- Notes about the cancelled February meeting were acknowledged.
- Minutes from the March 12 and 20 meetings stood approved as presented.
- Monica made a motion seconded by Kelly to approve for payment Warrant 0121-19 LFAP March in the amount of \$35,122.10. Carried unanimously.

Expansion Project: Sheri explained that we will need to increase our contract with our architect, Holmes, King, & Hallquist, because of the work involved to rebid Phase 1 with Phase 2, and for additional engineering to include upgrading the electric service to accommodate bidding the elevator as an alternate. She also distributed an updated Capital Fund Budget for the Expansion Plan.

Donated Land Process Complete: Sheri reported that the final steps have been completed by our attorney, Sharon Sulimowicz, and we now have the deeds to the parcel gifted to us by Lee Shurtleff and the small parcel donated to us by the Groton Fire Department. The two deeds were filed and recorded by Tompkins County on March 27, 2019.

Acceptance of Partitions Donated by TC3: On a motion made by Chris and seconded by Monica, the board unanimously and gratefully accepted the office partitions donated by TC3. We are also grateful to Jim Turner who facilitated this donation and helped deliver them to the Library.

Library Executive's Report: Sara gave a brief oral report of activities that have taken place in the Library during the past month. She attended a Suicide Awareness workshop presented by Tompkins County Youth Services, as did Monica, and both found the information to be beneficial and timely on this important topic.

Sexual Harassment Policy Training: Sara will enroll Sheri, Pam, and Linda for the required training being presented by FLLS on May 28. Chris, Monica, and Kelly received the training through their employers. Sara and some of the staff will also attend this training.

Adoption of 2019-2020 Budget: On a motion made by Monica and seconded by Pam, the board unanimously adopted a proposed operating budget of \$309,796 to be submitted for public vote on April 23, 2019.

2019-2020 Tax Levy: On a motion made by Chris and seconded by Kelly, a tax levy of \$198,255 was unanimously approved by the board. The tax levy increase of \$5,277 is within the NYS Tax Cap Limit.

Library Executive Goals Discussion and Evaluation: Sara completed her goals forms a few months ago and sent them to the board. Kelly, Monica, and Pam agreed to review her goals and meet with Sara before June 30 to evaluate her progress.

Adjournment: The meeting was adjourned at 6:25 PM

Respectfully submitted,

Sheri Shurtleff
Secretary pro tem

Future Meetings

Tuesday, April 23 2019 - Annual Meeting at 7 PM with

Budget Vote & Trustee Election to follow

Tuesday, May 14, 2019 - Regular Monthly Meeting at 5:30 pm