

**Groton Public Library Board of Trustees**  
**March 12, 2019**  
**5:30 pm Groton Public Library**  
**Minutes - Draft**

**Present:** Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale, Chris Williams *Excused: Monica Dykeman*  
Guest: Jim Turner, Clerk of the Works

**Call to Order:** Meeting was called to order at 5:32 pm by President Sheri Shurtleff. The Pledge of Allegiance was recited.

**Adoption of Agenda:** The agenda was approved as submitted.

**Approval of January 8, 2019 Minutes:** There being no changes to the minutes, the minutes stood approved as submitted.

**Personnel Action Report:** Sara recommended Ryan Black, currently a page at GPL, be promoted to substitute after he completes his training. He will be on special assignments like boxing books for temporary storage with Drew in preparation of the renovation/construction project. His start date was 3/11/2019. On a motion made by Pam and seconded by Linda, Sara's recommendation was unanimously approved. Drew will be working up to 8-10 hours/weekly from June to approximately October 2019, filling in for staff vacations, writing grants, making an outline for food distributions and preparing books for boxing and storage.

**Finance Officer's Report:** Warrant: 0108-19LFAP FEBRUARY-01 in the amount of \$8,773.86 was approved on a motion made by Pam, a second by Chris, and the motion carried unanimously. The February 12, 2019 monthly meeting was cancelled due to inclement weather. Warrant: 0097-19LFAP JANUARY -1 was approved via email.

**Expansion Project Report:** Clerk of the Works, Jim Turner, gave the BOT an update of the Expansion project.

SJB completed testing the soil composition of the site for the new addition. Sara and Jim recommended that we rent a Pod to be delivered next week and placed on the side lawn of the GPL to store books and materials for approximately four months. This was approved on a motion given by Pam, seconded by Linda and passed unanimously.

Bids for Phase One of the construction project will be accepted until 11 AM on March 20, 2019, at which time they will be publicly opened. The Board of Trustees will hold a

special meeting on Wednesday, March 20th, 2019 at 5:30 pm to review and discuss the bids received.

Sheri updated the board on the status of the deed for the donated land from Lee Shurtleff, which is now in the lawyers' hands. The Groton Fire Department agreed to a boundary line change which will also deed a small triangular piece of land to the GPL. Closing on these two parcels is expected to be completed soon.

The cast iron bookshelves will remain against the back walls during the renovation, but freestanding bookshelves will be disassembled and stored till after construction. Work day for BOT, Staff and any other interested people to do this is set for March 30 and 31, 2019 at 9:00 am.

**Library Executive's report:** Sara presented her recommendation of having a Fine Free policy at the library. Sheri noted that library charges are a \$1500 line item in our budgeted revenue, but that amount could be made up in other revenue sources. Staff will follow up on late books with a phone call, email and finally a bill on a missing book. Discussion followed.

Monthly programs are well attended. The Community Meal drew in 40 attendees and the Adult Wellness Series had 11 participants.

PBS in Binghamton is coming up to interview Sara next week. GPL may be featured in their new Fall series.

**Friends of the GPL:** Nothing to report at this time.

**Old Business:** Sara is still checking on whether or not Trustees have to attend a Sexual Harassment Policy Training, also where and when.

**New Business:**

-Vote on Fine Free Recommendation:

On a motion made by Linda to approve a Fine free policy, a second given by Chris and carried unanimously, the Groton Public Library will become fine free. Sara will work with FLLS to implement the new policy.

-2019 to 2020 Budget and Staff Compensation:

Sheri presented the board with a draft of the 2019-20 budget and draft employee compensation schedule for discussion. She explained the need to stay within the tax

cap which limits our tax levy increase to \$5,277. A decision will be made on hourly rate increases and Sara's salary at a future meeting. The board will approve the final budget proposal at the next regular meeting in April. The Annual Budget Vote and Trustee Election will be held April 23, 2019 (Annual Meeting).

-Vote to hold March 20, 2019 BOT Special meeting:

This Special meeting at 5:30 pm will be for the purpose of reviewing the bids received for Phase One renovations. Chris made the motion to hold this meeting with a second given by Pam and the motion carried unanimously.

**Executive Session for Library Director Evaluation Discussion:** This discussion was tabled to a later date due to time constriction.

**Adjournment:** Meeting was adjourned at 7:11 pm on a motion given by Pam, seconded by Kelly, and carried unanimously.

Respectfully submitted,  
Jennifer Morey  
Secretary

**Next meeting: March 20, 2019 at 5:30 pm in the GPL**

**Next Monthly meeting: April 9, 2019 at 5:30 pm in the GPL**