

**Groton Public Library Board of Trustees**  
**May 14, 2019**  
**5:30 pm at the Groton Public Library**

**Present:** Monica Dykeman, Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale, Chris Williams

**Call to Order:** President Sheri Shurtleff called the meeting to order at 5:30 pm. The Pledge of Allegiance was recited.

**Adoption of Agenda:** The Agenda will stand approved as presented.

**Approval of April 9, 2019 meeting minutes:** Meeting minutes were approved as presented.

**Personnel Action Report:** Ryan Black is currently a substitute at the GPL, but is being trained to serve as a Clerk at the Library. His primary assignments will include helping Drew Montreil box up books for storage and covering the Circulation desk on Friday evenings. If he works as a substitute, his hourly rate will be \$11.10, but if he works alone as a Clerk his rate would be \$12.10/hr. A motion was presented by Monica to approve this rate with a second given by Pam. Motion carried unanimously.

**Finance Officer's report:** Linda made a motion to approve for payment Warrant: 0134-19LFAP APRIL-1 in the amount of \$20,598.42. This was given a second by Monica and carried unanimously.

A report of Receipts and Disbursements were distributed to BOT.

**Expansion Project Report:** Sheri presented updates of the Expansion project to the BOT. She and Carl Haynes held a conference call with DASNY to clear up some details about the project. Hopefully, bids will go out in July to the public highlighting the combined Phase 1 and 2 project, with construction to begin in the Fall of 2019.

**Library Executive's Report:** Library programming has been well attended. Sara had an interview with Bridge Street from Syracuse. This was aired on Public TV. Sara, Pat, Drew and Kayli attended the TCPL pre-sale and came back with over 1,000 free items. Many of these items will be given away as prizes to the children attending Summer programs.

Some electrical work was done and vents were cleaned by Pleasant Valley Electric.

Some of the staff attended a AED/CPR, Trauma and Narcan training. Signs will be posted on the Library door and the Unit cabinet they earned will be hung in the future expansion space.

**Friends of the Groton Public Library:** The FOGPL have been diligently cleaning up and beautifying the gardens in the front of the library. They will be holding another work day on Thursday the 16th from 1:00 to 3:00 pm to finish mulching the beds.

Jennifer attended the FOGPL Annual Meeting in April. There were 15 people in attendance.

**Approval of Travel Expense and Conference Expenses to NYC:** Sara, Pat Berry and Kayli Thompson will be attending a conference in NYC May 29,30 and 31, 2019. The GPL may switch from Baker to Ingram for main book ordering. The BOT approved a motion made by Chris to include a daily food allowance of \$65.00 per person, plus travel expenses to attend this conference. The motion was given a second by Pam and carried unanimously.

**Nomination of 2019 -20 BOT Officers:**

*President: Sheri Shurtleff*

*Vice President: Monica Dykeman*

*Finance Officer: Linda Nobles*

*Secretary: Jennifer Morey*

The nominations were closed. Secretary, Jennifer Morey, cast a unanimous ballot to accept the Slate of Officers as presented.

**2019-20 Staff Compensation:** After much discussion, Monica made a motion to approve a 3% pay increase for Library employees starting 7/1/19. Substitutes will receive their 3% increase on 1/1/20. Minimum wage for pages increase .75 on 1/1/20 per State law. The GPL cleaner's rate will increase \$2.00/hr on 7/1/19. The motion was given a second by Pam and the motion carried unanimously.

**Discussion about 2019-20 BOT meeting Dates and Times:** It was decided to leave the dates and times of BOT meetings as is.

**Adjournment:** Meeting was adjourned at 6:38 pm

Future Meetings:

-Kelly, Sheri, Pam, Jennifer, Sara, Pat, Kayli will be attending the Sexual Harassment in the Workplace Conference at the FLLS on Rte 366 in Ithaca on May 28th, 2019. This is a new NYS requirement for Staff and BOT members.

-Next Regular BOT meeting Tuesday, June 11, 2019 at 5:30 pm in the GPL

Respectfully submitted,

Secretary

Jennifer Morey