

**Groton Public Library
Board of Trustees
Meeting Minutes of March 10,2020**

Present: Jennifer Morey, Sheri Shurtleff, Kelly Smith, Chris Williams, Pam Vitale

Absent: Linda Nobles, Sara Knobel

Excused: Monica Dykeman communicated by conference call

Guest: Jim Turner

Call to Order: Meeting was called to order at 5:30 p.m. by President Sheri Shurtleff. The Pledge of Allegiance to the American flag was recited by all present.

Adoption of the Agenda: Agenda stands approved as submitted.

Approval of February 11, 2020 Meeting Minutes: After a correction by Sheri in the January Meeting Minutes, pertaining to the minimum wage increase, the February Minutes will stand approved as submitted.

Personnel Action Report: Nothing to report at this time

Finance Officer's Report: After discussion by those present of a few outstanding expenditures, Warrant: 0104-20LF09-1 of February 2020 was approved as submitted on a motion by Sheri who reviewed the warrant, seconded by Pam and carried unanimously.

One expenditure that was noted were charges incurred on Pods that were unuseable Sara planning to discuss possible partial reimbursement from the Pod Company.

Expansion Project Report: Jim Turner, Clerk of the Works, gave the BOT an update of the Renovation/Expansion process projected to begin around April 4,2020, weather permitting.

Sara has indicated she now prefers to vacate her current office space and use the new space designated as the "Teen Room". Her current office space would become a storage/office supplies room. Jim Turner recommended that this change be approved. Since this constitutes a change in the previously approved **Scope of Work**, Pam made a motion to approve this change which will also result in a contract credit. Kelly seconded the motion and it carried unanimously.

A motion was made by Monica to give Sheri authorization to **approve change orders up to \$10,000**. This would only be done upon Jim Turner's and our architect's

recommendation. If Sheri is unavailable, then the Financial Officer, Linda Nobles, will have authorization to sign for approval of the change order. Kelly seconded the motion and it passed unanimously.

The board agreed that Sheri should contact a local painter for a quote on painting the current Children's area which will eventually become the Adult book section.

Plans are in the works to disassemble the book shelves. Some of the shelving will be put in storage off the Library site, while others will be stored right in the GPL.

Discussion of Board Secretary/ Meeting Reorder duties

Discussion was held on the possibility of hiring a qualified current staff member to take BOT meeting minutes. This person would be responsible to attend BOT monthly meetings and all other public BOT meetings, to accurately record the sessions. The minutes would be typed and submitted to the Secretary of the BOT for review. After review by the Secretary, the Minutes would then be submitted in **DRAFT** form to the Library Director and Board President.

A motion was made by Pam to ask Sara to talk with her staff about filling this position. Kelly gave a second to the motion and it passed unanimously.

2020-21 Employee Remuneration:

Discussion was held on current benefits and compensation given to the Library staff. Sheri would like us to take a month to think about this and provide her feedback on our thoughts..

2020-21 Budget and Trustee Election:

Sheri distributed a handout to each Board member present, reflecting a number of different options for the Trustees to consider when adopting the 2020-21 GPL budget plan. Again, she would appreciate it, if all BOT members would review the different options presented and send her our recommendations. At the April 14, 2020 BOT meeting, the BOT would then be able to adopt the best viable budget for the public to vote on April 28,2020.

Library Executive's Report

Sara was excused due to illness.

Pandemic Discussion

We discussed the growing concern about the Coronavirus pandemic and Sheri asked the trustees to check email daily for updates because the information and situation are changing so rapidly. Monica offered to bring Sara up to date on the school district's

ongoing plans to deal with the crisis. It is likely that GPL will be required to act as the Groton School District takes action. It is not yet known when, if, or how school closings will be determined.

Friends of the Library

Sue Haynes, President of the Friends of the Library, would like to express her appreciation to all Staff, FOGPL and Community members who were able to help disassemble and organize the GPL in preparation for the Renovation/Expansion project. Chris Griffin and a local community member took inventory of the original, wooden tables and chairs in the GPL. Plans are in the works to restore many of the chairs to more stable or useable condition.

Public Expression

No public in attendance

Adjournment

Meeting was adjourned at 6:40 p.m.

Future Meetings:

April 14, 2020 at 5:30 p.m. in the Village Office Meeting Room

April 28, 2020 Annual Meeting Trustee Election, Budget vote at the GPL

Respectfully submitted,
Jennifer Morey
Secretary