

**Groton Public Library  
Board of Trustees Meeting  
5/12/2020 at 4:30 p.m.  
Remotely via Zoom**

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

*Guest: Anita Kirby*

This meeting was called to order at 4:32 p.m. by President Sheri Shurtleff. The Roll call given by Secretary, Jennifer Morey.

**Adoption of Agenda:** The agenda was adopted as presented.

**Approval of 3/10/2020 and 4/14/2020 BOT Meeting Minutes:** Both meeting minutes stand approved as submitted.

**Approval of Warrant:** Warrant:0127-20LFAP11-1 in the amount of \$29,396.51 was approved on a motion made by Linda. This included Heating, Ventilation and Air Conditioning (HVAC) payments, Application #2, to Petcosky & Sons of \$57.00 for the renovation and \$25,800.10 for the Addition. A second was given by Pam and the motion carried.

**Resolution to continue paying Staff during mandatory closure by NYS due to COVID-19 thru June 30,2020:** On a motion given by Pam, seconded by Kelly, the board will continue to pay staff for the previously established number of hours during the mandated closure or until June 30, 2020 if the closure mandate is not lifted prior to that. The motion carried.

**2020 - 2021 Budget and Tax Levy:** After much discussion, it was on a recommendation given by Sheri S. to keep the same operating budget as 2019 - 2020, \$288,648.00 (not including capital expenses for the Expansion Project). It was also determined to have a 0% increase in the Tax Levy for this upcoming 2020 -2021 fiscal year. By not increasing the tax levy, the budget is not subject to public vote. This resolution carried on a motion given by Monica and seconded by Pam.

**Annual Meeting (Budget and Trustee Vote):** The BOT are required to publish a notice 30 days prior to an Annual meeting. Since we are not increasing the Tax Levy, a budget vote will not be necessary, but a Trustee vote may be. A tentative date of 6/29/2020 was decided upon.

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**Expansion and Renovation Project Update:** Sheri reported that we are hoping to be able to proceed with this project in Phase one, set by NYS, which begins 5/15/2020.

**Update from Library Director:** Sara reported that there has been a huge increase in families participating in the Food Give-away program. Money donations have been received to buy additional milk, yogurt and cheeses.

The GPL has purchased a lawn mower. Ryan Black has been doing the mowing and the lawn is looking good!

To promote the GPL, on Wednesdays, Anita Kirby has been posting “Little Snippets of Groton-Where is Ms. Kirby?”. She has also been recommending sources of good reading material.

On Fridays, Kayli offers a storytime on GPL Facebook page.

**Approval to Spend \$400.00 towards a Commercial Freezer:** The Park Foundation has agreed to fund \$3,500.00 towards the purchase of a new Commercial Refrigerator and Freezer. The money will cover the refrigerator, but Sara is \$400.00 short on the cost of the freezer. On a motion given by Linda, seconded by Kelly, the BOT approved the \$400.00 expenditure. There motion carried with Monica abstaining.

**Reopening plan discussion:** Sara shared some ideas on what reopening of the GPL will be like. One idea would be to install a plexiglass shield in front and on the sides of the circulation desk. Sheri will send the BOT updates via email.

**Friends of the Groton Public Library:** Nothing to report at this time.

**Period for Public Comment:** Anita Kirby shared some activities that she has been doing to promote the GPL. See above.

**Adjournment:** This meeting was adjourned at 5:20 p.m.

**Next Meeting will be June 9, 2020 at 4:30 p.m. via Zoom**

Respectfully submitted,  
Secretary  
Jennifer Morey