

Groton Public Library  
Board of Trustees Meeting Minutes  
October 8, 2020 at 5:30 pm  
Remotely via Zoom  
Draft

**Roll call by Secretary:**

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

*Excused:* Kelly Smith

**Adoption of Agenda:** Agenda was adopted as amended. There was a correction on a date.

**Approval of September 10, 2020 Meeting Minutes:** A motion was given by Pam, seconded by Jennifer to amend the Minutes due to a change in wording. Motion carried unanimously.

**Approval to pay Warrants:** Warrant: 0035-21LF04-1 in the amount of \$97,581.73 was approved for payment on a motion given by Sheri. Chris seconded the motion and it carried unanimously.

**Personnel Action:** Sara reported that all staff is now back working in the Library. No one is being paid to work from home.

**Sick Leave Policy:** NYS Library Association has mandated a new Sick Leave Policy. For every 30 hours that a library employee works, they must earn 1 hour of sick time. We are already compliant with the policy in regards to our Staff, but adjustments need to be made regarding the policy for the Pages employed at the GPL. Chris volunteered to work with Sara on rewriting the Policy. A draft of the Policy will be presented to the BOT at the next Monthly meeting in November.

**Expansion and Renovation Project update:** Sheri gave the Board an update on the Project. The Groton Village Electric crew came over and cut the four remaining trees in the back lot. Thank you Village employees for this service.

There have been a number of “Change Orders” given over the course of the Renovation and Construction process. Sara will compile them all into a file for easy access of record keeping.

Two examples of Change Orders this month are:

- 1) \$780.00 will be given to prime and paint the roof dormers on the old flat roof addition.
- 2) Instead of the electric panel that was initially recommended; a larger, three phase electric panel will be installed. It was felt by all involved, that this change of the electric panel would better serve the GPL future needs.

Some Board members expressed an interest to be given a tour of the library. Sara will try to arrange a convenient time for all.

**Donor Recognition and Commemorative Plaque Committee Update:**

Sheri and Pam gave the BOT an update regarding the recent meeting of the Plaque Committee. The Committee is currently concentrating on just the Commemorative Plaque. Pam supplied two local sign companies with a sample of the plaque that the committee selected as well as the wordage to be used and now they are just waiting to hear back on prices, etc.

A site to display this Plaque was selected. The brick wall to the left of the vestibule door leading into the library was thought to be an excellent place to hang it. The plaque would be clearly visible to all entering the GPL and the size of the space is perfect.

**Update from the Library Director:** Sara reported that the GPL has not yet opened to the Public. The glass top for the circulation desk has not been installed. Curbside pickup/dropoff is still being implemented. When the Library does open to the public, it will be by appointment only with reduced hours. Watch for an update on Social media. Sara, with Kayli's help, is currently writing an art based grant to request money for a projector.

Books are being supplied to shut- ins by request.

**Update from Friends of the Groton Public Library:** Jennifer reported that the FOGPL has sent out a fundraising letter to all Friends of the Library members to solicit funding for the refurbishing of the remaining original oak tables and matching chairs. What has been refurbished by the Siebe's so far is much appreciated by all involved. Chris Griffin has been diligently working on polishing up the old lamps that set in the middle of the oak tables. Thank you Chris for your willingness to do this.

**No Public expression at this time**

**Meeting adjourned at 6:25 p.m.**

The next BOT meeting will be held Thursday, November 12, 2020 at 5:30 p.m. via Zoom

Respectfully submitted,  
Jennifer Morey  
Secretary