

Groton Public Library  
Board of Trustees Meeting Minutes  
December 10, 2020 at 5:30 pm  
Remotely via Zoom  
Draft

**Meeting was called to order at 5:36 pm by President Sheri Shurtleff**

**Roll call given by Secretary, Jennifer Morey:**

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

*Absent:* Monica Dykeman, Chris Williams

**Adoption of Agenda:** Agenda stands approved as presented.

**Approval of November 12, 2020:** Minutes stand approved as submitted.

**Approval to pay Warrants:** Warrant: 0058-LIBRARY A/P November 2020 in the amount of \$105,996.42 was approved for payments on a motion given by Linda. Pam gave a second and the motion carried unanimously.

**Personnel Action:** Staff members except pages will be given a flat pay increase of .40/hour which equals an approximate increase of 3%. Per NYS guidelines, all pages or staff earning minimum wages, will have a minimum wage increase December 31, 2020 to \$12.50/hr. This was approved on a motion given by Sheri, seconded by Linda and carried unanimously.

**Sick Leave Policy:** GPL will follow NYS law concerning the Sick Leave Policy. One of the main changes concerns the Pages. They will now accrue sick time. Groton Public Library's Sick Leave Policy is as follows:

*We will comply with the New York State Law regarding paid Sick Leave and the use thereof for our employees. Our current policy provides a higher rate of leave for employees hired prior to September 30 and the accrual rate of .038 hours per hour worked will continue for them. For student pages and for part time employees hired after September 30, an accrual rate of 1 hour per 30 hours worked will apply and be available for use as described by New York State Law. The Board may increase the accrual rate for new employees (other than student pages) to .038 after completion of a six month probationary period. For purposes of this policy, the calendar year shall be July 1 through June 30 of the following year.*

On a motion given by Sheri, seconded by Pam and carried unanimously, this Resolution was adopted by the BOT..

**Listing of 2021 Closures and BOT Meeting Dates:** All dates submitted were approved as submitted on a motion given by Pam. Kelly gave a second and the motion carried unanimously.

**Expansion and Renovations Project Update:** Sheri provided the Board with an update of the progress in both of these areas. The indoor plumbing has been installed, but the new hot water system needs to be improved. A lot of water gets wasted while waiting for the hot water to reach the back of the building. Jim Turner is working with the Engineer to come up with a solution to this problem.

The exterior brickwork is almost completed. Groton Electric has taken down the old electric lines. They have been wonderful to work with.

Jim Turner expertise has been invaluable. Work is proceeding right on schedule. Hopefully the Library will be able to officially open by early Spring once things get all put together.

Sara was able to get about 20 nice, wooden shelves from the Seymour Library in Auburn. They gave them to the GPL, but arrangements need to be made to transport them to Groton by the middle of January.

About 90% of the matching grant from NYS has come in.

**Update from the Library Director:** Curbside pickup has been good and steady, but not so well with the “by appointment” in the actual Library. Sara hopes to begin opening in January on Friday evenings from 4:00 to 7:00 pm. If that goes well, she hopes to offer Wednesday and Thursday evenings too for browsing.

Catie Whatley came down and trimmed the two large hydrangea bushes in the front of the Library.

The Rosen Grant money has allowed the GPL staff to assemble a large variety of take home kits for Patron use. A few examples of kits offered to pick from: Sewing, Cooking, Lego Challenge, Birdwatching, etc. Sara hopes to spread the word by using Social media and publication in the local papers.

**Update from the Friends of the Groton Public Library:** Jennifer reported that the Friends are busy trying to find people able and willing to refurbish the nine antique brass lamps and shades that were on the round oak tables.

**Period for Public Expression:** N/A

**Meeting was adjourned at 6:24 pm**

Next BOT meeting set for January 14, 2021 via Zoom. The Public, as always, is invited to join.

Respectfully submitted,  
Jennifer Morey  
Secretary