Groton Public Library Board of Trustees

Library Mission: To promote literacy by providing a wide range of reading for all ages in many formats and to serve as a center for community information services.

November 11, 2021 - Minutes

Meeting called to order at 5:33PM

- Adoption of Agenda
 - As Presented stands approved as presented
 - With Changes
- Roll Call of Trustees and Others
 - Sheri Shurtleff- present
 - Monica Dykeman- present
 - Linda Nobles-present
 - Kelly Smith-present
 - Chris Williams excused
 - Betty Conger-present
 - Kathy Howard-present
 - Sara Knobel Library Executive excused
 - Pat Berry Recording Secretary- present
- Approval of Minutes from October 14, 2021 Meeting
 Betty Conger made a motion to approve as presented. Seconded by Monica Dykeman All Approved
- Approval to Pay Warrant dated 11-8-21 \$9,757.97
 - Motion by: Linda Nobles
 Second by: Betty Conger
 Vote:all in favor

Discussion: There is a possibility that we need to raise our credit card limit or create a temporary limit for certain purchases.

FoGPL Donation and Other Donations

They received \$13,126 for the campaign. Another donation of \$2,000 from Evan Webster was collected for the campaign to be earmarked for the Children. Making it a total of \$15,126

- Personnel Report The form that Chris Williams said he would share is included in the Board Packet. Aaron Hill put together a new hire form for our personnel records. Thank you Aaron. The Board would like to see the following included on the form: an emergency contact info, approximate hours per week they will work, and a place to notate the annual Sexual harassment training(such as a yearly check off box)
 - Library staff and board of trustees need to look into updating or taking their training for Sexual Harassment.
 - The Library needs to look into child abuse and maltreatment training for the staff.. Sheri will check into these trainings to see if required for the Board and or employees.
 - Put the employee form on google forms so that Sara can access wherever she is for emergency purposes only.
- Approval of Service Plan 2022-2024
 - Motion is to table the approval of the Service Plan made by Linda Nobles Second by: Kelly Smith Vote:So carried

Discussion: The plan needs to be a little more specific and with a definitive validation of the plan. FLLS may have other library's plans, the board would like to see other plans if possible. Monica Dykeman and Kathy Howard would make a small committee to work with Sara to create a Service Plan. The Service Plan can be very useful when applying for grants, etc. Monica and Kathy will be in touch to schedule the meeting with Sara.

- Approval of Closed Date & BOT Meeting Dates for 2022
 - Motion by: Second by: Vote:
 Table until December unless needed before and then it will be decided by email.
- 990 Form New Due Date 05/15/2022 Form 8868 Application for Extension filed 11/3/21
- January 1, 2022 Compensation Schedule Committee Recommendation was to simplify the pay schedule. Possibly give Dana Jacobs a one time vacation compensation. Info aide \$14.45 to \$15.50. This is a one time only jump. The Committee created a starting rate for new employees. This will be minimum wage plus a dollar.
- Update from Library Executive Sara Knobel See attached report

Discussion:

- Do we need to consider having board approval for items over a certain dollar amount? We will put this on the December agenda after researching what is already in our policy.
- The library should order a new ipad for the Blink system to use at the front desk so that it can be seen by the patrons and easier to use by the Desk Clerk.
- Monica will ask what FLLS does for background checks and who should get them. According to Sara O'Shea at Tompkins County Library they do not do a background check. No one is considered a mandated reporter for child abuse.
- Buildings & Grounds Update (if any) Kelly Smith Kelly will have approximately 6 weeks to work on the art work inventory, etc. in the next couple of months.

The roof replacement is complete.

The next step is to clean out Sara's old office. The ceiling needs to be repaired in that office.

- FoGPL Update (if any) Kathy Howard
 There is a Free Book section in the front room. The books are on the shelves for patrons to take and a donation is requested/appreciated.
- Adjournment 6:48PM

Next Meeting: December 9, 2021

Two Board Vacancies on 6/30/2022 - New Trustee candidates will be needed.