

## **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.*

**January 13, 2022 - Minutes**

**Meeting called to order at via Zoom**

**Called to order at 5:36 by Sheri Shurtleff**

**As of January 10th, Linda Nobles resigned from the board due to health reasons. A letter dated Jan. 10th, 2022, was received by the Board of Trustees President, Sheri Shurtleff.**

**We are currently seeking 3 trustees for the board. A temporary replacement would be great if we could find one to fill out Linda's term.**

- Adoption of Agenda - was adopted as presented
- Roll Call of Trustees and Others
  - Sheri Shurtleff - here
  - Monica Dykeman - here
  - Linda Nobles - resigned
  - Kelly Smith - here
  - Chris Williams - excused
  - Betty Conger- here
  - Kathy Howard - here
  - Sara Knobel - Library Executive - here
  - Pat Berry - Recording Secretary - here
- Approval of Minutes from December 9, 2021 Meeting
  - Minutes were approved as presented. First motion made by Monica Dykema, seconded by Betty Conger. All approved.
- Approval to Pay Warrant dated 1-6-2022 \$8,904.22
  - Motion by: Sheri Shurtleff      Second by: Kathy Howard      Vote:all approved
  - We received the bullet aid. We received only half of what we requested. The amount we received was \$10,000.
  - We also received a \$6,000 grant from the Science Center. They are creating traveling science displays to bring especially to library's. We have another \$3,000 coming. The money was supposed to pay a staff person at the library. Sara has done 2 years of the work, and has one more year to go.
- Personnel Report
  - We hired Mathias Brehm as a page.
  - We can't do what we do here without volunteers, volunteers are wonderful. The volunteers are used for the Food giveaways, and community meals require volunteers to help out. They also help with Storytime, craft prep, etc.
- Change in GCS - GCS has not yet hired a treasurer , there was talk of having someone to fill in temporarily. Margo and Billy are currently filling in temporarily. They are reaching out to retirees to help out with personnel issues. TST BOCES is aware of the issues and they are helping out as well.
- Update from Library Executive - Sara Knobel
  - We have two nights being used for cub scouts and another scout troupe. Last Friday night, we had the scouts come in for a movie night. Staff now has to track library usage slightly differently than before.

- The Food Bank of the Southern Tier came to Groton on Thursday and the excess was brought to the library. A patron came in that had lost everything by fire and was overjoyed with what we had in our pantry to help replenish what she had lost.
- The trustees, staff, and volunteers must do sexual harassment training
- Sarah from FLLS stated that we should be doing the questions about COVID for all of the staff daily. A notebook will be set up to do so.
- Do we have a policy for using COVID time? There should be some type of policy even if it states that we are following what the State Dept. says. We are required to pay 10 days of COVID

Motion: Monica Dykeman - GPL will follow current Tompkins County guidelines on COVID staffing, time off, and quarantine guidelines. If someone tests positive, they need to contact the county and let us know. Betty seconded. All in favor.

- Computer Proposal - for gaming and general use - if we get 3 more gaming computers, then the kids can use them for tournaments, etc. It will be paid for out of a construction grant that we received. We do not want to give back the money. The computers can also be used as a regular computer. They can be used with the 3D printer, etc. Betty Conger made a motion to buy the computers, Kathy Howard seconded the motion, all were in favor.
- Our next community meal will be January 25th with turkey soup and Josh Dwyer playing his guitar and singing while people wait to get their meals.
- Buildings & Grounds Update (if any) - Kelly Smith - no updates at this time
- It was suggested that Linda Competillo of the Groton Independent be notified of the new Donor Plaque and of our virtual tour that is being created.
- Mystery coin is still being investigated as to the value of it.
- The heaters in the front of the library are dying, and may need to be replaced. Sheri and Jim are coming to work on them in the morning, but may need to be updated.
- Virtual tour has a draft production that we are working on. There will be a link on our website. Donors of the expansion will get a card from the library with the info in it.

FoGPL Update (if any) - Kathy Howard - no updates at this time

- Adjournment 6:15

Next Meeting: February 10, 2022