

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.

February 10, 2022 - Minutes

Meeting called to order at 5:32 PM

- Adoption of Agenda Betty, Kelly
 - As Presented - Motion made by Betty Conger to accept the agenda with the change, Seconded by Kelly Smith, all in favor, so moved.
 - With Changes: Act upon the state changes in mask requirements
- Roll Call of Trustees and Others
 - Sheri Shurtleff - present
 - Monica Dykeman excused
 - Kelly Smith - present
 - Chris Williams -present
 - Betty Conger - present
 - Kathy Howard - present
 - Sara Knobel - Library Executive - present
 - Pat Berry - Recording Secretary -present
- Approval of Minutes from January 13, 2022 Meeting
 - As Presented Chris Williams made a motion to approve last months minutes, Kelly Smith seconded. All in favor, stand as presented, so moved.
- Approval to Pay Warrant dated 1-6-2022 of \$4,738.95
 - Motion by:Sheri Shurtleff Second by: Betty Conger Vote: all in favor, so Carried
- Personnel Report– We have been struggling with pages being reliable as far as coming to work, whether it be Covid related, or just not coming. We have adult volunteers who will help cover at night when needed. There is a lot of Civil Service paperwork with new hires, so we will be taking a break for now in hiring. There are multiple grants, etc. due in the next month so hiring is put on hold.
- Changes in Mask Mandates from the State - Tompkins County is still requiring masks, the state is not requiring masks at this time. Sara recommended that masks should be maintained. Sheri Shurtleff made a motion that we continue to require masks by everyone in the library until our next board meeting. Chris Williams seconded. All in favor. So carried.
- Update from Library Executive - Sara Knobel
 - Sara shared the link from her report
 - One of the tables up front has a large crack in it and it will have to go to Barry's workshop to be repaired.
 - Annual meeting dates are on the agenda and in her notes
 - Annual Meeting Information
 - March 7 - Legal notice to Lisa W at School with trustee vacancies and meeting date
 - March 25, Friday the petitions are due to Lisa W at School
 - April 18 - Budget made public
 - April 26, Tuesday - Meeting at 7 PM
 - Vacancies
 - Sherri Shurtleff - 5 year term

Chris Williams - 5 year term

Linda Nobles - 2 year term

- Grants due the 23rd - Rosen grants - looking at 3 grants, one for the 3-5th grades, one after school with Aidan, and one with the Preschool with Erin D'Antonio
- Ordered 5 monitors and gaming computers
- Took a course on Psychological of the Homeless - by Ryan Dowd
- Need to have everyone watch the sexual harassment training videos- let Sara know when you've completed, all trustees, volunteers, staff, etc.
- Bought 6 new i-pads
- Got a letter from the Labor Department, another lien is on the payment for the building for James & Son for work not completed. (J&J Co.)

- Annual Report Approval

Annual report is due Feb. 28th, 2022, we have to have a meeting prior to the end of Feb. to approve the report, however

Sheri Shurtleff made a motion to pre-approve the annual report pending her review of the report. A link will be sent to everyone of the report. Betty Conger seconded the motion. So moved.

- Buildings & Grounds Update (if any) - Kelly Smith - nothing at this time from Kelly. However an update on the heaters: they were cleaned by Sheri and Jim Shurtleff, they were quite dirty. The heaters are still working at this time.
- FoGPL Update (if any) - Kathy Howard- nothing at this time
- Adjournment 6:15PM

Next Meeting: March 10, 2022

Annual Meeting Information

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Vacancies

Sherri Shurtleff - 5 year term

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