

**Groton Public Library Board of Trustees**  
April 12, 2016 Meeting Minutes

**Present:** Linda Bonavia, Sara Knobel, Jennifer Morey, Frank Satterly, Sheri Shurtleff

**Excused:** Mary Roberts, John Watkins

**President Linda Bonavia** opened the meeting at 7:00 p.m. with the Pledge of Allegiance.

**Approval of March 8, 2016 Minutes:** There were no corrections and the minutes were approved as presented.

**Special Action:** Frank requested and moved to present an update regarding a real estate proposal during Executive Session. The motion was seconded by Linda and carried unanimously.

**Approval of Agenda:** The agenda was accepted on a motion by Sheri Shurtleff which was seconded by Frank Satterly. The motion was carried.

**Executive Session:** At 7:08 Frank moved that the Board go into Executive Session to discuss an update on Workmen's Compensation and 2016-2017 compensation proposals. Sheri seconded this motion which was carried. At 8:01 p.m. the Board returned on a motion made by Linda, seconded by Sheri and carried. Jennifer moved to approve all salary adjustments listed on the attached spreadsheet equally a 3% raise to all staff except Angela who will receive a 2% raise due to her recent hiring and teen pages who will remain at the minimum wage level. This motion was seconded by Sheri and was carried.

A second motion was made by Jennifer to add a 42.00/hour increase to Library Assistants who cover work hours for the Libray Director when she is not available to work to establish an out-of-title rate of an additional \$2.00 per hour to be paid to a Library Assistant who is assigned to be in charge during an approved absence (such as sick leave, vacation leave or other extenuating circumstances) of the Library Executive. This motion was seconded by Sheri and carried.

**Finance Report and Action on Warrants:** Sheri moved to pay the warrant as presented. Frank seconded that motion and it was carried.

**Sheri also moved to approve the budget as presented. This motion was seconded by Frank and carried.**

**Buildings and Grounds: Linda presented the idea of forming an Expansion Committee. After discussion, it was decided to postpone forming the committee until the new Board members are elected at the Annual Meeting to possibly include them.**

**Library Executive's Report: Sara reported that Susan Bloom's presentation was a great success. She also stated that there has been continued great response for the Tween/Teen Thing and adult computer training. Planning is underway for our Spring Break and the Summer Reading programs. There will be a Tuesday Healthy Cooking class as well. Sara has applied for several grants. Two Rosen grants were awarded to the Library with full funding.**

**Committee Reports: The Board will review and vote on the attached Tompkins Together Lending Policy.**

**Unfinished Business: The Annual Meeting of the Library will be held on Tuesday, April 26 at 7 p.m. in the Library. A public vote will be held to approve the budget for 2016-2017 and to fill two vacant seats on the Board of Trustees.**

**Jennifer Morey, the liaison to the Friends of the Library, reported that the Friends are pursuing several fundraisers for the Library. The next Friends meeting is Tuesday, April 19 at 7:00 p.m.**

**Period of Public Expression: None**

**Adjournment: Sheri moved to adjourn the meeting at 8:46 p.m. which Frank seconded. The meeting was adjourned by unanimous vote.**

**Next monthly meeting: May 10, 2016**

**Respectfully submitted,  
Jennifer Morey, Secretary pro tem**

**Action Items: Contact Attorney Sharon Sulimowicz for information concerning the process of land donation to the Library-Linda Bonavia**

**Obtain estimates for an inspection of the existing building after requesting recommendations for inspectors from C. Brenner, other architects we have**

**interviewed and local libraries which have undergone similar projects- Sara Knobel**