

Groton Public Library Board of Trustees
June 14, 2016 Meeting Minutes

Present: Mary Roberts, Linda Bonavia, Sara Knobel, Jennifer Morey, John Watkins, Frank Satterly, Sheri Shurtleff

Guest: Pam Vitale

President Linda Bonavia called the meeting to order at 7:00 pm with the Pledge of Allegiance.

Agenda: Agenda was accepted as presented.

Approval of May 10, 2016 Minutes: Frank Satterly made a motion to amend the minutes for two changes and one word insertion under Committee Reports. Linda Bonavia seconded, and the motion was carried. The minutes were approved as amended.

Executive Action: Sheri Shurtleff moved that Pam Vitale be included in the Executive Session so that she will be up to date when she assumes her Trustee position on July 1, 2016. Jennifer Morey seconded the motion, and it carried. The Board convened into Executive Session at 7:10 to discuss personnel issues. The Board reconvened the public meeting at 7:38 on a motion by Sheri Shurtleff and seconded by Linda Bonavia. The motion carried. Sheri Shurtleff moved to accept a letter of resignation from Roxanne Ploss, effective July 8, 2016. John Watkins seconded the motion, and the motion carried. John Watkins then moved to hire Roxanne as a part-time substitute. Linda seconded, and the motion carried.

Finance Report and Approval of Warrant: Sheri Shurtleff made a motion, seconded by Mary Roberts, to approve the warrant in the amount of \$8161.08. Motion carried. The year-to-date revenue and expense reports were reviewed. Revenue to date is above budget projection in copier receipts, fines, money from Tompkins County and state aid for libraries.

Building and Grounds: In July, Board members will form an Expansion Committee to plan aspects of the expansion and will ask for volunteers to join.

Library Executive's Report: Sara is continuing to work on a reduced schedule of 30 hours per her doctor's orders with the intent to increase her hours slowly, as she is able. Sara noted in particular the Summer Reading program that is set to begin and described the First Annual Groton Con on June 28. Please see the attached report.

In response to Sara Knobel's request, Sheri Shurtleff moved to approve the carryover of up to 2 weeks unused vacation days, to be used by September 30, 2016. John Watkins seconded, and the motion carried.

Committee Reports: John Watkins moved that the GPL Board of trustees adapt the revised Computer Use Policy, with the expressed note that it is the Board's intention to become CIPA compliant by July 1, 2017 and remain CIPA compliant. Sheri Shurtleff seconded the motion,

and it carried unanimously. See attached revised, CIPA compliant Computer Use Policy that was first presented at a Public Hearing also on this date, June 14, 2016.

Sheri Shurtleff made a motion, seconded by Linda Bonavia, to hold a policy committee meeting on Thursday, June 23, 2016 at 1 pm (in the town hall meeting room) to discuss revising the Circulation Policy to include a One Card proposal. Motion carried.

Unfinished Business:

- Pre-inspection: Sara Knobel is still searching for an affordable pre-inspection bid, as we continue to consider a possible expansion project.
- Library Visits: Sara and other visitors to the McGraw library found the tour useful with envisioning useable space.
- Land Donation: GPL is awaiting the parcel survey and a formal letter from Lee Shurtleff.

New Business:

- Code of Conduct Policy: If time permits, the Code of Conduct policy will also be reviewed on June 23, 2016 after the Circulation Policy Update.
- By-Laws Review: Current By-laws state that new Board of Trustee officers will be elected at the Annual Meeting in April. The Board will revise the By-Laws to state that the election of officers will occur during the Annual Reorganization meeting in July, when new Board members begin their term.

Adjournment: There being no further business to come before the Board, the meeting was adjourned at 8:45 on a motion by Frank Satterly, seconded by John Watkins.

The next regular meeting will be held on Tuesday, July 12, 2016 at 7:00 p.m.

Respectfully submitted,
Mary Roberts, Secretary pro tem