

**Groton Public Library Board of Trustees**  
**August 16, 2016 Meeting Minutes**

**Present: Linda Bonavia, Sara Knobel, Jennifer Morey, Frank Satterly, Sheri Shurtleff, Pam Vitale, John Watkins**

**Excused: Mary Walker**

**Call to Order: President Linda Bonavia called the meeting to order at 7:05 p.m. with the Pledge of Allegiance.**

**Agenda: The agenda was approved as presented.**

**Approval of July 12, 2016 Minutes: The minutes were approved as presented.**

**Finance Report and Approval of Warrant: A motion was made by Sheri Shurtleff , seconded by John Watkins to approve the warrant in the amount of \$5,996.57. The motion was carried unanimously.**

**Building and Grounds Report: Sara reported that three individuals from the Tompkins County Work Force have been doing inside and outside work at the Library. Also Mary Roberts along with two other community members have been weeding and maintaining the Library flower beds.**

**Library Executive's Report: Sara reported this as being the best summer ever for attendance at programs offered and just plain fun. The free lunch program has been extended until September. The air conditioner has been checked and repaired but Sara feels it does work as well in front as in the back of the building.**

**Sara will be on vacation from August 19-August 29. Drew will be in charge during her absence.**

**A few page positions are available for which Drew will be interviewing in upcoming weeks. These positions are usually filled by Groton Central School students.**

**Sara will be applying for a Main Street Corridor grant for cosmetic repairs to the building.**

**Committee Reports:** Two pre-inspection proposals have been received, one from Kingsbury Architects and the other from Danial D'Amore. An expansion committee meeting will be held possibly on September 22 at 7 p.m. at the Groton Village Hall Meeting Room. Frank will confirm this date. This meeting will be open to the Board of Trustees and the Friends Board. The purpose will be to draft an invitation for a few members of the public to serve on the expansion committee.

Section 5A of the By-Laws has been revised such that the election of officers of the Board occurs at the beginning of the fiscal year when new trustees take office. Section 8D was also changed to conform to that practice. Frank moved to approve those changes , Pam seconded his motion and it was unanimously carried.

The Patron Code of Conduct was reviewed and the Board discussed including an appeal process. If the need for such a process arises, it will be addressed. Sara will post the revised version in the foyer and on the website.

The Circulation Policy has also been revised and approved.

**Friends of the Library Report :** On Thursday, August 18, Groton Football Team members will help to carry books for the book sale up from the basement to the sale area. The summer reading ice cream social will also take place at that time. The book sale will run on Friday, August 19 from 12:00 p.m. to 7:00 p.m. and Saturday, August 20 from 10:00 a.m. to 2:00 p.m. The Friends will be in charge of the sale.

**Adjournment:** The meeting was adjourned unanimously at 8:14 p.m. by a motion made by John and seconded by Jennifer.

The next regular meeting will be held Tuesday, September 13. 2016 at 7:00 p.m.

Respectfully submitted,  
Jennifer Morey. Co-Secretary