

Groton Public Library Board of Trustees

Minutes July 12, 2016

Present: Linda Bonavia, Jennifer Morey, Frank Satterly, Sheri Shurtleff, Pam Vitale, Mary Walker, John Watkins

Excused: Sara Knobel

Call to Order: President Linda Bonavia call the meeting to order at 7:00 pm and the Board recited the Pledge of Allegiance.

Agenda: Agenda was accepted as presented.

Approval of June 9, 2016 Minutes: A motion was made by Frank Satterly, seconded by Mary Walker, to approve the minutes, The motion was carried – 7 ayes.

Special Action:

- *Election of New Officers:*

A motion was made by Frank Satterly, seconded by Pam Vitale, to elect Linda Bonavia as President for the 2016-17 year. Motion carried – 7 ayes.

A motion was made by Linda Bonavia, seconded by Sheri Shurtleff, to elect Frank Satterly as Vice President for the 2016-17 year. Motion carried – 7 ayes.

A motion was made by John Watkins, seconded by Sheri Shurtleff, to elect to the position of Co-Secretary for the 2016-17 year Jennifer Morey and Mary Walker. Motion carried – 7 ayes.

A motion was made by John Watkins, seconded by Frank Satterly, to elect Sher Shurtleff as the Financial Officer for the 2016-17 year. Motion carried – 7 ayes.

A motion was made by, Mary Walker, seconded by Pam Vital, to elect John Watkins as the Buildings and Grounds Officer for the 2016-17 year. Motion carried – 7 ayes.

- *Conflict of Interest:*

Conflict of Interest forms were presented to members and signed for the 2016-17 year.

- *Oath of Office:*

Newly elected Trustees Pam Vitale and Mary Walker reported that they have filed their Oath of Office with the Groton Town Clerk.

Executive Session: A motion was made by Sheri Shurtleff, seconded by Pam Vitale, to go into Executive Session at 7:12 p.m. to discuss the employment history of a specific individual. Motion carried – 7 ayes.

Reconvene to Regular Session: A motion was made Linda Bonavia, seconded by John Watkins, to reconvene to Regular Session at 7:51 p.m. Motion carried - 7 ayes.

Finance Report & Action on Warrants: Sheri Shurtleff reviewed the financial reports and warrant with the Board. A motion was made by Sheri Shurtleff, seconded by Mary Walker, to approve Warrant 0005-17LFAP01-1 in the amount of \$7,357.01. Motion carried – 7 ayes.

Building & Grounds Report:

Library Executive's Report: There was no report at this meeting.

Committee Reports:

- Circulation Updates – One Card:

Linda Bonavia reviewed the Tompkins Together Lending Policy. The Fingerlakes Library is looking at standardization. A motion was made by Frank Satterly, seconded by Linda Bonavia, to approve the Lending Policy for Groton as presented with raising the number of items per card to 30. Motion carried – 7 ayes.

- Code of Conduct Policy:

The Board reviewed the revised Patron Code of Conduct Policy. A motion was made by Frank Satterly, seconded by John Watkins, to approve the policy as presented. Motion carried – 7 ayes. The policy will be posted/displayed in the appropriate places.

- By-Laws Review:

The vote on the by-laws was tabled until the next Board meeting.

Unfinished Business:

- Friends of the Library (FOL):

Jen Morey, Trustee liaison to the Friends of the Library, reported that her role was clarified at the FOL meeting. The Friends are getting ready for the annual Book Sale, and selling raffle tickets for a piece of furniture made by Joe Urda to raise funds for the Friends of the Library.

- Expansion Committee Formation:

Frank Satterly reported on meeting with an architectural firm. There will be other firms also coming to look at the library. The Board proposed two dates, September 22 at 7:00 p.m. at the Town Hall or September 27 at 7:00 p.m. at the Village Hall to meet with the Friends of the Library to discuss the initial formation of an Expansion Committee for the Groton Public Library.

- Land Donation:

Frank Satterly will invite Lee Shurtleff to the August Board meeting to discuss the land donation to the library.

New Business:

- Book Sale:

Pauline Satterly reported that set-up for the Book Sale will be Friday, August 19 from Noon -7:00 p.m. with the Groton football players helping to carry the books. The sale will be August 20 from 10:00 a.m. to 2:00 p.m.

- Ice Cream Social:

The Ice Cream Social will be August 18th from 7:00 p.m. Ice cream prices will be checked with the Caboose and Cornell.

- Security Cameras:

John Watkins reported on the new camera installed on police building and facing the library entrance. He also spoke about various camera options for inside the library.

Period for Public Expression:

There were no comments from the public.

Change of Meeting Date:

Since there would not be a quorum for the scheduled August 9, 2016 meeting, the Board unanimously voted to hold the meeting on August 16, 2016.

Adjournment:

On a motion made by John Watkins, seconded by Mary Walker, and carried – 7 ayes, the meeting adjourned at 8:51 p.m.

Respectfully submitted,

Mary Walker
Co-Secretary