

Groton Public Library Board of Trustees Minutes
January 20, 2017

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

Excused: Pam Vitale

Call to Order: Meeting was called to order by Linda at 1:00 p.m. The Board recited the Pledge of Allegiance.

Approval of Agenda: The agenda was approved unanimously as presented on a motion made by Sheri and seconded by John.

Approval of December 13, 2016 Board meeting minutes: Linda moved and Sheri seconded a motion to approve the minutes . The motion was carried unanimously.

Special Action: Sheri moved to appoint Anastasia (Aspen) Vendelin as Library Clerk effective 1/2/2017 at an hourly rate of \$10.25. Frank seconded the motion which was carried unanimously.

Finance Report and Action on Warrants: The warrants were approved at the January 12, 2017 meeting so bills could be paid on time since the January 10, 2017 meeting was canceled because of bad weather.

Buildings and Grounds: A letter was sent to advise the Library about snow removal and safety concerns by a community member. The letter was also sent to the Groton Village Highway Department who in turn addressed the issue by explaining to the community member what steps are taken to remove snow to ensure safety of Library patrons.

Executive's Report: Sara reported on the highly successful Fun Day in December with 60 attendees. Local Girl Scouts had an overnight stay in the Library including plenty of adult supervision. The 2016 circulation statistics were distributed showing substantial increases in circulation over those from 2015. The cleaner has resigned due to his moving away leaving this position open.

Unfinished Business: At the public meeting regarding expansion held on January 12, 2017, two representatives of the FLLS recommended that an expansion committee of 5-6 members be formed. Sara will contact these individuals for guidance on how to proceed in forming this committee and what its duties will be. The Board agreed to change its monthly meeting time from 7 p.m. to 1 p.m. temporarily.

New Business: Two members of the Board, Linda and Frank, will complete their terms in June, 2017 so the Board will seek to fill these two openings.

Evaluations for the Library Executive will be due in March, 2017. Sheri will email evaluation forms to Board members.

Sara and Sheri will be working on the 2017-2018 budget.

Adjournment: The meeting was adjourned at 2:33 p.m. on Linda's motion which was seconded by Jennifer and passed unanimously.

Next Meeting: February 14, 2017 at 1 p.m.

Respectfully submitted,

Jennifer Morey
Secretary