

Groton Public Library Board of Trustees Meeting Minutes
September 13, 2016

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

Excused: Mary Walker, John Watkins

Call to Order: President Linda Bonavia called the meeting to order at 7:04 p.m. with the Pledge of Allegiance.

Agenda: The agenda was accepted as presented. A visit from Lee Shurtleff was expected sometime that evening.

Approval of August 16, 2016 Minutes: A motion was made by Sheri and seconded by Pam to approve the minutes. The motion was carried unanimously.

Finance Report and Approval of Warrant: A motion was made by Sheri to approve the warrant in the amount of \$9,334.92. The motion was seconded by Frank and approved unanimously.

Sheri presented an Estimated Fund Balance Report for the year July 1, 2015 through July 1, 2016. She reviewed the report with the Board and explained how she arrived at the balance of \$175,917.40. This is an estimation pending clarification of June 30, 2016 liabilities by the Groton School Treasurer. The balance is subject to a four to five thousand dollar adjustment.

The Library also received money to support the LEAP program. A motion was made by Sheri, seconded by Frank, to accept \$2,924.00 as an increase in the 2016-2017 budget and make an item line for this amount. The motion was carried unanimously.

Executive Session: A motion was made by Linda and seconded by Frank to move into Executive Session to discuss a personnel matter at 7:36 p.m. The motion was passed unanimously. At 8:41 a motion was made to return to regular session. This was seconded by Frank and passed unanimously. Sara presented a letter of resignation from Angela Gustafson, a library clerk. Her last day will be October 1, 2016. A motion was made by Sheri and seconded by Pam to waive the thirty day notification period and pay Angela for her unused vacation time.

At Sara's request, a resolution was presented to fill a Senior Library Clerk position. This will be a 20-25 hour a week position at an hourly rate of \$13.00. A motion to accept this resolution was made by Sheri, seconded by Pam and passed unanimously.

Buildings and Grounds: Sara reported that the outside front door of the Library may need to be replaced. Whoever is contracted to do the pre-inspection of the building will determine this. Hopefully Sara will hear by November whether the Main Street Corridor Grant is approved. Then needed repairs at the Library may be addressed.

Library Executive's Report: Several upcoming events are planned for all ages at the Library. Library staff and Board members are encouraged to attend the FLLS Annual

Meeting on October 14, 2016. Summer lunches were a big hit for local children. The program ended September 2.

Committee Reports: A motion was made by Sheri seconded by Linda to change the wording in the By-Laws as follows:

Section 5A...elected annually by the Board of Trustees at the July Board meeting and commencing at this meeting which is the start of the fiscal year (omit the words “at the annual meeting”).

Section 8C...The business transacted at this meeting shall include the election of new trustees and the approval of the next fiscal year’s budget (omit the words “ and new officers”).

These changes were passed unanimously. Frank made a motion, seconded by Pam, to accept the changes made to the Circulation Policy previously reviewed. This motion was carried unanimously and conforms to those of other FLLS libraries.

Unfinished Business:

Friends of the Library: Jennifer Morey provided her report. The book sale held in August was a success raising over \$800. President of the Friends Susan Haynes needed clarification about which trustee is to be contacted regarding Library Grounds. That trustee is John Watkins. The next FOL meeting will be held in October.

An Expansion Committee meeting will be held on September 29 at 7:00 p.m. in the Village Office building. Friends and Board members are invited to attend. David D’Amore, architect and design spokesman for AND Architecture will be present to answer questions. Lee Shurtleff has also been invited as a result of his visit to confirm his willingness to provide the Library with a letter of contingency for his land donation for the expansion.

New Business: One Card Many Libraries Program agreement was presented for review and signed by Linda. This is a library card issued by FLLS and carried by a patron. It would allow for easier access in borrowing items. It will work in 33 libraries in 5 counties. A motion to accept this agreement was made by Linda and seconded by Sheri and was unanimously carried.

Adjournment: The meeting was adjourned unanimously by a motion made by Jennifer and seconded by Pam at 9:04 p.m.

The next regular meeting will be on Tuesday, October 11, 2016 at 7:00 p.m.

Respectfully submitted,
Jennifer Morey, Co-Secretary