

Groton Public Library Board of Trustees Minutes  
April 11, 2017

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

Other Present: Sandy Ferris, Thomi McIntyre, Dewey Dawson

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 Pam and seconded by Sheri.

Approval of March 7, 2017 Board meeting minutes: Sheri moved to approve the minutes as corrected and Pam seconded that motion. The motion was carried unanimously.

Discussion on official procedures concerning tracking cash receipts took place. Sara explained her current method. This procedure will be evaluated in the future.

Finance Report and Action on Warrants: Final payment was made to A and D Design on completing the initial feasibility study. Sheri moved to accept the warrant in the amount of \$11, 586.73. Frank seconded her motion and carried unanimously.

Buildings and Grounds: The outside main door needs to have its spring mechanism repaired or replaced. Estimates for this work will be obtained.

Executive's Report: Sara reported on new programming at the Library. The Community Book club has been successful with about 12 people attending. Another book club may also be forming.

Four grants have been received with applications submitted for others. Sara distributed two handouts, one concerning survey results about the expansion and the other asking for patrons' memories of the Library anticipating the 100th anniversary. Sara estimated her outreach efforts at 10 hours this month.

Unfinished Business: Jennifer reported for the Friends that the Library charters are almost restored and hopefully will be hung in time for the

Annual Meeting on April 25. The Friends are applying for a 501C3 tax status. Discussion followed about what should be done with funds donated for the Library expansion. Jennifer will check with Sue Haynes about this.

John will be chairman of the Advisory Committee for the expansion project. John, Frank and Sheri met with Lee Shurtleff to discuss details of the proposed design. Lee suggested a few changes to satisfy his expectations. John and Sheri spoke with David D'Amore about this development and it was agreed that new drawings were needed. Sheri moved to spend up to \$1000 for this purpose. This motion was seconded by Pam and passed unanimously.

Thomi McIntyre offered to do artistic drawings to present to Lee.

Pam gave the Board an update on plans for the 100<sup>th</sup> anniversary celebration of the Library to be held in September 2017.

New Business: The slate of officers for the 2017-2018 year has been named:

President: John Watkins

Vice-President: Sheri Shurtleff

Secretaries: Jennifer Morey

Pam Vitale

Financial Officer: Sheri Shurtleff

Election of these officers will occur at the July 2017 meeting.

Sandy Ferris and Thomi McIntyre are candidates for new trustees to be elected at the annual Meeting. Dewey Dawson had to withdraw his signed petition for trustee because he found his election would be a conflict of interest with his position as Village Judge.

Adjournment: The meeting was adjourned at 2:45 p.m. on Pam's motion which was seconded by Linda and passed unanimously.

Next Meeting: May 9, 2017 at 1 p.m.

Respectfully submitted,

Jennifer Morey

Secretary