

Groton Public Library Board of Trustees Minutes
May 9, 2017 1:00 p.m.

Present: Sara Knobel, Jennifer Morey, Frank Satterly, Sheri Shurtleff, Pam Vitale, John Watkins. Linda Bonavia arrived at 1:08 p.m.

Other guests: Sandy Ferris and Thomi McIntyre

Call to Order: The meeting was called to order by Frank at 1:05 p.m. The Pledge of Allegiance was recited.

Approval of Agenda: The agenda was amended to include a vote on Library staff salaries by a motion made by Linda and seconded by John. The motion was carried unanimously.

Approval of Minutes: The meeting minutes of April 11, 2017 were approved as amended by a motion made by Pam, seconded by John and carried unanimously.

Finance Report and Action on Warrants: Sheri moved to approve the April warrant. Frank seconded that motion and it was carried unanimously.

Sheri presented the Board with hourly rates, hours worked and salaries for the current Library staff. The board made further adjustments. Sheri will provide an updated version of the salary schedule to be included with these minutes.

It was recommended that the Library Executive keep copies of all approved meeting minutes in a designated notebook at the Library.

Library Executive's Report: Sara received two quotes for repair and replacement of the spring mechanism on the front door. The Board decided to replace the entire mechanism hiring Stanley Door Company. A motion was made by Frank, seconded by Sheri and passed unanimously. Sara was authorized to have this done as soon as possible.

Also included in Sara's report was a summary of Drew Montreuil's and Kira Hyde's work activities for the previous month.

Sara reported on the DVD storage unit LAT Stena. This system is more efficient and user-friendly than our current one. Sara will investigate it further.

Unfinished Business: At the Annual Meeting of April 25, 2017 Sandy Ferris and Thomi McIntyre were elected as new Trustees beginning July 1, 2017.

Jennifer gave the FOGPL report. The charters have been restored and hung in the main lobby on walls on each side of the circulation desk.

John gave a Library expansion update. David D'Amore of A&D Architectural Services has agreed to submit another design of the proposed addition at no additional cost. This design will be reviewed by Lee Shurtleff before any further action is taken.

Discussion regarding the Development Committee was postponed until the June meeting.

Pam and Sheri provided an update regarding the 100th year Library celebration scheduled for September 14 and September 16, 2017. September 14 will be the more formal celebration and September 16 will be a family-focused event.

New Business: A yearly three-hour training session may be requirement for Library trustees in New York State. Sara will investigate details and report to the Board in June.

Executive Session: On a motion made by Linda and seconded by John the Board went into Executive Session at 3:03 p.m. to discuss a staff request for a change in work hours. The motion was carried unanimously. The Board returned from Executive Session at 3:28 p.m. on a motion made by Linda and seconded by Sheri which was carried unanimously. Linda moved to approve the change in work hours. Sheri seconded this motion and it passed unanimously. Drew Montreuil will reduce his hours from 33 to 25 per week for an unspecified period of time. The Board also voted unanimously by this motion to accept the attached, revised pay schedule.

Adjournment: John moved to adjourn the meeting at 3:30 p.m. Pam seconded that motion which passed unanimously.

Next Meeting: June 13, 2017 at 1 p.m.

Respectfully submitted,

Jennifer Morey
Secretary