

Groton Public Library Board of Trustees

Minutes of August 8, 2017

Present: Sara Knobel, Thomi McIntyre, Jennifer Morey, Sheri Shurtleff, Pam Vitale, John Watkins
Excused: *Sandy Ferris*

Call to Order: Meeting was called to order at 1:00 pm. Pledge of Allegiance was recited.

Approval of Agenda: Agenda was approved upon adding a Budget Adjustment Resolution presented by Sheri.

Approval of Past Minutes: The meeting minutes of July 11, 2017, including those minutes of the AND presentation by David D'Amore, were approved on a motion made by Pam and seconded by Sheri. Carried unanimously.

Personnel Action Report: Staff personnel, Drew Montreuil, has requested to take 12 weeks of unpaid time off (FMLA) at the birth of his child. He would have to use accrued vacation, sick and personal time to receive continued pay.

At this time, the BOT decided to opt out of the NYS Paid Family Leave Act effective in 1/1/2018.

This was approved on a motion made by Sheri, seconded by John and passed unanimously.

Finance Report and Action on Warrants: Warrant 0016-18LFPAY2 was approved on a motion made by Sheri and seconded by Pam. Motion carried unanimously.

Sheri presented a *Fund Balance Report* explaining to the BOT adjustments made to the 2016-17 Budget. Sheri and John are available to explain this report to anyone requesting additional clarification.

Library Executive's Report: Sara submitted a report of the July 2017 library activities. Included in this as well, were reports from Drew and Kiri, Library Assistants.

Sara had President John Watkins, sign an ASSURANCES: State Aid for Library Construction Program form that she will return to the State along with the *Application for NYS Construction Aid Grant* which is due by September 1, 2017. This was approved on a motion made by Sheri and seconded by Pam.

In addition, John made a motion that the BOT approve \$125,000.00 from the Library's General Fund to use as collateral towards the *NYS Construction aid Grant*. This motion was seconded by Thomi and passed unanimously.

Committee Reports:

- FOGPL report was given by Jennifer. The library sign in front of the building is now completely restored. The annual book sale will be held Friday the 25th of August, noon to 7:00 pm and Saturday

the 26th, 10:00 am to 2:00 pm.

-The 100 year celebration was given by Pam. The food that will be provided for the event on the Thursday evening, September 14, 2017 as well as Sat the 16th, will come to approximately \$632.50.

-An Executive Committee was formed comprised of John Watkins, Sara Knobel and Thomi McIntyre. The purpose of this committee would be to aid the Expansion Committee in making urgent decisions regarding unforeseen expenditures(up to \$1000.00) and emergency decisions. They would meet when necessary. This was approved on a motion made by Sheri, seconded by Pam and carried unanimously.

-Sheri made a motion to authorize President John Watkins to sign a purchase offer with Lee Shurtleff. No money will be exchanged other than expenses related to the land exchange. Thomi seconded the motion and motion carried.

-Nothing to report at this time on the Development Committee. This Committee will oversee the fundraising side of the construction project.

Policy Review Committee Meeting date: The BOT will hold a meeting September 21, 2017 from 1:00 to 2:30pm at the Groton Town Hall to review our *Evaluation of Library Executive* policy.

New Business:

- Ice Cream Social will be held August 17, 2017 at 7:00 pm. BOT will be serving.

-There is still a Board vacancy. Would like to see someone come on board with fundraising skills.

- Sara Glogowski will come November 14, 2017 at noon to one to run a workshop for the BOT.

Adjournment: Meeting was adjourned at 2:35 pm on a motion made by Sheri, seconded by Pam and carried unanimously.

Next meeting will be September 12, 2017 at 1:00 pm at the Village Hall

Respectfully submitted,
Jennifer Morey
Secretary