

Groton Public Library Board of Trustees

Meeting Minutes of December 12, 2017 1:00 pm Village Office Conference Room

Present: Sara Knobel, Thomi McIntyre, Jennifer Morey, Pam Vitale, John Watkins **Excused:** Sheri Shurtleff **Guest:** Brian Belcher

Call to Order: Meeting was called to order at 1:01 pm by President John Watkins. Pledge of Allegiance was recited.

Adoption of Agenda: Sara added: Review of Library Discipline banishment time frame. Agenda was adopted as adjusted.

Approval of November 14, 2017 meeting minutes: Minutes were approved as presented on a motion made by Pam and seconded by Thomi. Motion was carried and passed unanimously.

Finance Officer's report: Warrant: 0063-18LFAP06-1 was approved in the amount of \$4,448.48 on a motion made by John and seconded by Jennifer. Motion was carried and passed unanimously.

Library Executive's Report: Sara supplied each Board member with a list of current GPL staff members and their phone numbers. She reported that the new Library Assistant, Pat Berry, is "Just super"!

The GPL staff Holiday party held at the Benn Conger Inn was a success with 13 attendees. She thanked the BOT for supporting this celebration.

YTD attendance at the Library is up about 5 people on average per day from last year. Sara is still researching the Stena pod system from LA Tech for storing the library DVD's. No decision has been reached at this time.

Drew Montreuil, Library Assistant, also submitted a report of his November duties and accomplishments at the GPL. The BOT recognize how valuable his expertise and helping attitude are to patrons visiting the GPL.

Committee Reports:

Friends of the GPL: Santa will be visiting the GPL on Saturday, December 16, 2017. Children may have their picture taken with Santa. The Friends will present a book to every child in attendance.

Library Expansion: The BOT's are meeting with Joel Rabinowitz right after their regular Trustee meeting today to discuss ways to fundraise for the GPL expansion project. Joel has work experience on how to conduct Special Project Fundraising. This session is free of charge. Joel is just an interested Groton community member willing to share his ideas and thoughts with the BOT.

Policy Review meeting date: It was decided by the BOT to not meet on December 21, 2017. We will instead meet at the Town Hall meeting room on January 18, 2018 at 1:00 pm. The purpose of this meeting will be to discuss Timeline and Process for Evaluation of the Library Executive and BOT self evaluations.

Code of Conduct and Unattended Children policies that were recommended for changes in November's policy review meeting on November 16, 2017, were approved on a motion made by Pam and seconded by Thomi.

The updated By- Laws were also approved on a motion made by Pam and seconded by John. The motion for these changes carried and passed unanimously.

Old Business: The BOT are still actively searching for two more Board members.

New Business: Sara recommended that the names listed on the bottoms of page three and five be removed from the GPL Disaster Plan.

She would also like changes be made on the *Problem Patrons* section of the Plan, implementing a more decisive plan of action for disciplinary problems . Pam made a motion to give the Library Executive authority to establish the time limit for banishment from the GPL on an individual basis. This motion as seconded by John and passed unanimously.

Period for Public Expression: Community member Brian Belcher had some questions on the duties and responsibilities of the BOT members. These questions were addressed by Board members.

Adjournment: This Meeting was adjourned at 2:06 pm on a motion made by Jennifer and seconded by Pam. Motion carried and passed unanimously.

Joel Rabinowitz, a Groton resident came and spoke for about one hour on his personal experience and recommendations for a successful Special Project Campaign. This meeting was also attended by FOGPL members, Sue Haynes and Mary Roberts. Gretchen Henry, clerk at the GPL, was also in attendance.

Joel was very helpful and inspiring. He offered much insight on what direction/steps the BOT should take next.

Next BOT meeting will be January 9th, 2018 at 1:00 pm in the Village Hall Conference room

Respectfully Submitted,
Jennifer Morey
Secretary