

Groton Public Library Board of Trustees

Meeting Minutes of February 13, 2018 1:00 pm Village Office Meeting Room

Present: Sara Knobel, Thomi McIntyre, Jennifer Morey, Sheri Shurtleff, Pam Vitale
Guests: Monica Dykeman and Linda Nobles

Call to Order: Meeting was called to order at 1:11 pm by President Sheri Shurtleff

Moment of Silence: The BOT held a moment of silence in memory of prior Board President, John D. Watkins who passed away suddenly on Friday, February 9, 2018.

Introduction of Guests: The BOT recognized guests Monica Dykeman and Linda Nobles.

Adoption of Agenda: Sheri requested that the agenda be adjusted to include under Old Business: the 2018-2019 slate of officers; and under New Business: to review and accept the Annual Report. These changes were approved on a motion made by Pam, seconded by Thomi and carried unanimously.

Approval of January 12, 2018 minutes: These minutes were approved on a motion made by Pam and seconded by Thomi. Motion carried unanimously.

Finance Officer's Report: Sheri moved to accept Warrant: 0087-18LFAP08-1 in the amount of \$6,304.21. This motion was seconded by Pam and carried unanimously. Sheri circulated and explained a handout on Budget, Tax Levy and Fund Balance history.

Library Executive's Report: Sara reported that a new page, Siera Haley, was hired and started work at the end of January.

Sara has also applied for 4 Rosen Grants, which if given to the GPL, will be earmarked for:

- an extra page over the Summer
- a visit from author Daniel Kurt to six local libraries, gifting each library with 30 autographed books
- plans to enhance existing programs.

GPL also received a FLLS Early Literacy Mini Grant.

There were four Snow Days in January when the Library was closed because of bad road conditions.

Committee Reports:

Friends of the Library: Jennifer reported that the book sorting area in the basement was organized by the FOGPL. Sue Haynes spoke with the TCPL Foundation Director about advice on the Capital campaign. Letters from Carl Haynes and John Watkins were sent to Barbara Lifton requesting support for the Capital campaign.

Library Expansion:

- Expansion Committee report: The Expansion Committee will be comprised of the following people: Thomi McIntyre, Sara Knobel, Jim Hovanec, Dave DeMatto
- Campaign Committee: The Capital Campaign Committee will be comprised of the following people: Sue and Carl Haynes, Gretchen Henry, Sara Knobel, Thomi McIntyre, Joel Rabinowitz

Policy Review Committee Meeting Date: The BOT will meet on Thursday, February 15, 2018 to discuss the 2018-19 Salaries and Benefits for the GPL's staff. This meeting will be held at the Groton Town Hall at 1:00 pm.

If time permits, the GPL Disaster Plan will also be reviewed.

Sheri suggested that Evaluations for the Library Executive and Board self-evaluations be postponed until 2019 because of time restraints. BOT members agreed.

Old Business: The BOT are presently down 3 members. With Sheri leaving the Board in June, that will leave an additional opening. Therefore the Board is actively seeking interested candidates. Sheri has stated that she is willing to step in to help after July 1, 2018 until the BOT is full (7 members).

New Business: Thomi McIntyre was voted in as Vice President on a motion made by Pam and seconded by Sheri. This motion carried unanimously. Thomi was also appointed as the Expansion Committee Chairperson on a motion made by Sheri and seconded by Pam. This motion carried unanimously. The 2017 Annual Report for Public and Association Libraries was approved on a motion made by Thomi, seconded by Pam and carried unanimously.

Period for Public Expression: Monica Dykeman expressed an interest in filling one of the Trustee openings, but must first check and make sure that this is not a "conflict of interest" with the other Boards that she presently serves on.

Petitions for BOT positions due by March 23

Annual Meeting is April 24, 2018

Adjournment: This meeting was adjourned at 2:34 pm on a motion made by Sheri with a Second given by Pam. Motion carried unanimously.

Next BOT meeting is March 13, 2018 at 1:00 pm in the Groton Village Hall Conference Room

Respectfully submitted,
Jennifer Morey
Secretary