

Groton Public Library Board of Trustees
Meeting minutes of March 13, 2018
1:00 pm Groton Village Hall

Present: Sara Knobel, Jennifer Morey, Sheri Shurtleff, Pam Vitale Available by phone: Thomi McIntyre
Guests: Monica Dykeman, Linda Nobles and Kelly Smith

Call to Order: Meeting was called to order at 1:05 by President Sheri Shurtleff.

Introduction of Guest: Board recognized guest Kelly Smith

Adoption of Agenda: Agenda was adopted as presented on a motion given by Pam, seconded by Sheri and passed unanimously.

Approval of February 13, 2018 BOT Meeting Minutes: Minutes were approved as presented on a motion given by Pam, seconded by Sheri and accepted unanimously.

Finance Officer's Report: Sheri moved to accept Warrant: 0098-18LFAP09-1 to the amount of \$5,505.82. This motion was seconded by Pam and passed unanimously.

A separate bank account has been set up at the First National Bank of Groton to accept all monies that come in for the GPL expansion project

2018-2019 Budget (July 1, 2018-June 30, 2019) was not approved. Sheri will adjust salaries and hours of employees, then send out to BOT members a new spreadsheet for Trustees to review. This will be revisited at the April 10, 2018 BOT meeting.

Library Executive's Report: Sara reported full funding on three Rosen Grants and partial funding on one other. These Grant funds will support Summer programming and other events held at the GPL, as well as benefiting other local FLLS libraries.

Committee Reports:

- *Friends of the Groton Public Library:* Jennifer reported that FOGPL have applied for a \$1000.00 grant from the Tompkins County Friends of the Library to purchase “special needs and Interests” books. Sara will purchase the books and the Friends will cover the cost.
- *Expansion:* See below under New Business
- *Campaign Committee:* Suzanne Jablonski of the TCPL will meet with Committee members to offer advice on how to proceed on running a successful campaign. Carl Haynes has been talking with B. Lifton and Senator Seward about the Campaign process.

Old Business: All three guests: Monica Dykeman, Linda Nobles and Kelly Smith have expressed interest in serving on the BOT. Linda will be petitioning to serve on the vacant 1 year position, Monica on the 3 year position and Kelly on the 5 year vacancy. All petitions are due back by March 23, 2018. One position is still vacant to make the 7 member BOT Committee complete.

New Business: Request for Proposal (RFP) was presented to the BOT for authorization to Issue. This RFP was already approved for submission by the Library’s Lawyer. A Legal Notice for soliciting proposals from qualified Architect/Engineer teams will be published in the Cortland Standard and the Ithaca Journal. This Legal Notice will also be sent to David of the A and D Design firm which did the original conceptual design of the GPL future expansion project. Deadline for Proposals will be Wednesday, April 4, 2018 by 5:00 pm. This was approved by a motion made by Pam, seconded by Sheri and passed unanimously. There was discussion who would fill the Officer positions on the BOT for the 2018-2019 year. No final decision was made.

Adjournment: Meeting was adjourned at 2:23 pm

Next BOT meeting is set for April 10, 2018 at 1:00 pm at the Groton Village Hall

Respectfully submitted,
Jennifer Morey
Secretary