

Groton Public Library Board of Trustees

Meeting Minutes of October 10,2017
1:00 p.m. Village Office Meeting Room

Present: Sara Knobel, Thomi McIntyre, Jennifer Morey, Sheri Shurtleff, John Watkins

Call to Order: Meeting was called to order at 1:06 p.m. by President John Watkins. Pledge of Allegiance was recited.

Adoption of Agenda: Agenda was adopted as presented.

Approval of Prior Meeting Minutes: The meeting minutes of September 12, 2017 were approved as submitted on a motion by Sheri and seconded by Thomi.

Finance Officer's Report: John recommended that the funds designated to the Expansion project be clearly separated from the regular Library expenses listed in the Warrant Report. Approval of the Warrant Report 0038-18LFAP04-1 was approved for the amount of \$3,715.93 on a motion made by John and seconded by Sheri. Motion was carried by unanimous decision.

Library Executive's Report: Sara has been busy writing Grants. Teen Thing and LEAP resumed the first of October. Carpets were cleaned by David Norte. Sara attended the pre book sale of the TCPL and saved hundreds of dollars while picking up new and gently used merchandise for the GPL. This book sale is held twice annually. Sara would like to research a new DVD storage system called STENA supplied from LA Tech. This system would be much more efficient and appealing than the one that is currently being used. Grant money to the amount of \$9,000.00 was received. The plumbing in the current building needs to be checked with possible repairs needed, as well as other Library repairs. Sara would like assistance from a Board member to acquire a few bids from contractors and set up appointments with them. Thomi offered to help her.

Committee Reports:

Friends of the Groton Public Library: The Friends are seeking approval from the BOT to review and identify the pictures hanging in the Library. Plaques will be supplied or updated under each picture hanging, if possible. Sheri made a motion to approve this request. A second was given by Thomi and the motion carried.

100 year Celebration: Around 65 people attended each event for this celebration. The BOT would like to recognize and thank Thomi for the presentation of the floor plan with the conceptual drawings on a tri-fold that she put together for this event. The tri-fold will remain in the Library for the time being to inform and help the public visualize the Expansion project.

Library Expansion: John will be meeting, in early November, with both the Village Planning Board and Zoning Board to discuss a boundary change request. The BOT would like to change the name of the Development Committee to some other title that would be better fit for what that Committee will actually be doing. Thomi was willing to research a more fitting name.

Policy Review Committee Meeting Date: This will again have to be postponed until November 16, 2017. John will check to see if the BOT can meet at the Groton Town Hall meeting room at 1:00 p.m. Bylaws need to be updated, as well as the timeline and process for evaluation of the Library Executive and BOT self evaluations. Sara will email the Bylaws to the BOT.

Old Business: Nothing to report at this time

New Business: There are two vacancies on the BOT. Names of potential candidates were discussed and the Board members will be asking certain people in the community if they might be interested in serving.

Before the Meeting on the 14th of November, the Trustees will be having a training session offered by Sara Glogowski from the FFLS.

Thomi, Jennifer and Sara will be attending the FFLS Annual meeting in Seneca Falls on October 13, 2017.

Adjournment: Meeting was Adjourned at 2:40 p.m. on a motion made by Jennifer and seconded by Sheri. Motion was carried.

Next meeting will be November 14th, 2017 at 1:00 p.m. in the Village Hall Conference room.

Respectfully submitted,
Jennifer Morey
Secretary