

## **Groton Public Library Board of Trustees**

### **Meeting Minutes of September 12, 2017 Village Office Meeting Room**

**Present:** Sara Knobel, Thomi McIntyre, Jennifer Morey, Sheri Shurtleff, John Watkins  
*Excused: Sandy Ferrris Community Member: Carol Daugherty*

**Call to Order:** Meeting was called to order at 1:02 pm by President John Watkins.  
Pledge of Allegiance was recited.

**Adoption of Agenda:** Agenda was adopted as given.

**Approval of Prior Meeting Minutes:** The meeting minutes of August 8, 2017 were approved as submitted on a motion made by Sheri and seconded by John. Motion carried unanimously.

**Personnel Action Report:** Personnel files are kept in Sara's office. A secondary key will be given to John if for some reason Sara is not available and the files need to be accessed.  
Workmans Comp case on Sara's past injury is still at the Review Board. No settlement has been paid out as yet.

**Finance Officer's Report:** On a motion made by Sheri, Warrant: 0027-18LFAP03-1 was approved for the amount of \$9,273.80. This motion was seconded by John and carried unanimously.

**Library Executive's Report:** Again the GPL had a very busy Summer. Many different programs/ activities were offered. The new teen gaming center has been very successful. Attendance to the Library is up about 8 people per day from a year ago.

Kira and Drew submitted a detailed list of their duties and accomplishments during the month of August 2017.

#### **Committee Reports:**

- *Friends of the Library:* President Sue Haynes reports that the 501C3 status has been attained. The book sale was very successful with many attendees and a good amount of books were sold. She has asked the Trustees if they would be willing to volunteer to help at the GPL 100th celebration event Thursday, September 14 and 16, 2017. The FOGPL is helping to offset the cost of these two events.

- *100 year celebration:* The theme for this celebration is “Past, Present and Future”. Mary Tomlin is slated to be the guest speaker. Proclamations will be given by several prominent community spokespersons. Food is being supplied from a local business, Kendra’s Culinary Creations..

Thomi volunteered to design a tri-fold display to promote awareness of the GPL’s expansion plans.

- *Library Expansion:* A special thanks should go out to Sara Knobel and John Watkins for their tireless commitment and dedication on behalf of the GPL for getting the NYS Construction Grant Application into the State by the deadline of September 1, 2017. This was quite an accomplishment considering all the other duties they hold. Thank you from the BOT as well as the many Patrons of the GPL- “Past, Present and Future!”

-Resolution to purchase the property behind the GPL: A Contract of Sale form was drafted and will be submitted to Lee Shurtleff for signing.

-Development Committee: Now is the time to begin the fundraising for the expansion. Thomi is willing to serve on this committee. BOT will be asking others from the community to serve. This should be a group of individuals with unique, diverse abilities.

**Policy Review Committee Meeting:** These meetings will be held on the Third Thursday of each month in the Groton Town Hall at 1:00 pm. for the purpose of reviewing, perhaps revising, GPL’s bylaws.

**Old Business:** Nothing to report at this time.

**New Business:** Sandy Ferris has submitted a resignation letter to the BOT. There are currently two BOT positions to fill which would make a full Board of seven Trustees.

**Period of Public Expression:** Carol Daugherty had questions on what is the function and role of the GPL BOT’s. These questions were addressed.

**Adjournment:** This meeting was adjourned at 2:26 pm on a motion made by Jennifer and seconded by John. Motion carried.

**Next meeting will be October 10, 2017 at 1:00pm in the Village Hall Meeting Room**

Respectfully submitted,  
Jennifer Morey  
Secretary