

**Groton Public Library Board of Trustees**  
**Meeting Minutes of August 14, 2018**  
**1:00 p.m. Village Office Meeting Room**

**Present:** Monica Dykeman, Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith *excused: Pam Vitale*

**Call to Order:** Meeting was call to order at 1:08 p.m. by President Sheri Shurtleff followed by the reciting of the Pledge of Allegiance.

**Adoption of the Agenda:** Sheri proposed a few changes and additions to the agenda. These changes were adopted with a motion given by Monica, followed by a second from Kelly.

**Approval of Meeting Minutes July 24,2018:** Minutes were approved as presented.

**Personnel Action Report:** Sara told the BOT that Marilyn Levine notified her in writing that she would no longer be available to substitute. Appreciation was expressed for Marilyn's many years of dedicated service. Sara recommended that Aaron Hill, a current page at the GPL, also be trained as a substitute when needed and that his hourly rate for substituting should be \$11.00. This recommendation was approved with a motion made by Monica, seconded by Linda and carried unanimously.

**Finance Officer's Report:** A Fund Balance Report was distributed and explained to each Board member by Sheri.

*Approval of Warrants:* Warrant 0018-19LFAP02-1 in the amount of \$7,604.69 was approved on a motion made by Linda, seconded by Kelly.

**Library Executive's Report:** Sara distributed a copy of the Tompkins Weekly to each board member. There was a nice article printed in it about the total \$700,000 in state grants that Senator James Seward and Assemblymember Barbara Lifton are sponsoring to assist in the completion of the Library Expansion Project. The Friends of the GPL hosted a press release/reception in the library on August 3, 2018, at which both legislators were present to formally

make the announcement. The reception was well attended by members of the press and many local residents.

**Committee Reports:**

*Friends of the GPL:* Jennifer reported that the FOGPL needs some help with the upcoming book sale that will be held August 24 and 25, 2018. Help is needed with the sorting of books and also assisting the Friends on the days of the sale.

Help may also be needed to stuff envelopes for the public fundraising campaign now in progress.

*Expansion Committee:* The survey process is still moving forward. The Planning Committee will be meeting with the Zoning Board this Thursday, the 16th of August. Measurements will be taken in the near future of the GPL property by the contracted Architectural firm Holmes-King-Kallquist. This firm will also be drawing up new building plans.

**Old Business:** Policy review meetings will resume on September 20, 2018 at 2:00 p.m. at the Groton Town Hall. These will be held every third Thursday of each month.

**New Business:** Sheri reported that we have interested community member to serve on the board to fill the remaining vacancy for the 2018-19 year. We may have to change our monthly regular meeting time. A motion was made by Monica and seconded by Jennifer to postpone this action until the September 11, 2018 meeting; however the September 11 meeting will be held at 2:00 PM in the Library.

**Period of Public Expression:** No members of the public were in attendance.

**Adjournment:** Meeting was adjourned at 2:35 p.m. by Sheri

Respectfully Submitted,  
Jennifer Morey  
Secretary