

Groton Public Library Board of Trustees

December 11, 2018 Minutes
5:30 pm Groton Public Library
Draft

Present: Sara Knobel, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale, Monica Dykeman, Christian Williams

Excused: Jennifer Morey

Also Present: Jim Turner

Call to Order: This monthly meeting was called to order at 5:30 P.M. by President Sheri Shurtleff. The Pledge of Allegiance was recited.

Adoption of the Agenda: There being no changes to the agenda, the agenda was unanimously adopted as presented

Approval of the November 13, 2018 minutes: There being only a correction to a typo, the minutes stand as submitted.

Finance Officer's Report: Linda made a motion to approve Warrant: 0070-19 in the amount of \$9,453.98. The motion was seconded Monica and carried unanimously.

Library Executive's Report: Sara distributed a comprehensive report and of the GPL's programming, current updates and different Outreach and Networking that she has been involved in. The Farmers Market has distributed all the produce that has been received. A local farmer would like to supply the produce from his farm. A suggestion was to start cleaning up the basement to get ready for the books for the book fair and to also use the basement for crafts. Sara reported that the staff Christmas party was small but very nice. She would also like to look into getting bus passes to lend out to the public.

Expansion Project Update: Nothing new to report. The public seems to be very happy with the project. Tonight at 6:30 P.M. There is an open meeting with the Friends of the Groton Public Library to make the Expansion Plans available to the public.

Friends of the Library: Photos with Santa will be on Saturday at the Library.

Committee Reports: None to report

Old Business: None to report.

New Business: The library cleaner has resigned. Sara will advertise to fill the position, which is 3-4 hours a week.

Holmes King Kallquist Proposal for A&E Services for Interior Renovations

A motion was made by Chris and seconded by Monica to accept the proposal in the amount of \$17,900, and the motion carried unanimously.

Contract for Clerks of the Works for Expansion Project

Chris made a motion to approve a contract with James Turner, to be Clerk of the Works, for a fee of \$24,000. Linda seconded the motion and it was carried unanimously.

Jim will provide construction inspection services that include reviewing the architects' plans, coordinating timelines for contract bidding and construction, and being present during construction. He will be meeting with Sara to walk through the library so he is familiar with everything.

Period of Public Expression: N/A

Adjournment: Meeting was adjourned at 6:14 P.M to start the public meeting to present the expansion plan with the Friends of the Groton Public Library.

Next Board of Trustee meeting will be held at 5:30 P.M. on January 8, 2019 at **GPL**.

Respectfully submitted:

Pam Vitale
Acting secretary