

Groton Public Library Board of Trustees
Meeting Minutes of July 24, 2018
9:00 a.m. GPL

Present: Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale *Excused:* Monica Dykeman *Guest:* Laurene Kushner

Called to Order: Called to order by Temporary Chairperson, Sara Knobel at 9:04 a.m. Pledge of Allegiance was recited.

Reorganizational Meeting:

*On a ballot cast, the following Slate of Officers were approved by an unanimous vote:

~President *Sheri Shurtleff*
~Vice President *Monica Dykeman*
~Finance Officer *Linda Nobles*
~Secretary *Jennifer Morey*

Other appointments:

~GCSD Treasurer *Heather Ferris*
~Building and Grounds *Pam Vitale*
~Friends of the Library Liaison *Jennifer Morey*

These appointments were approved on a motion given by Linda, a second by Kelly and carried.

*2018-2019 Monthly Meeting Dates, Time and Place:

Pam made a motion the BOT meetings remain on the second Tuesday of each month, at 1:00 p.m. in the Groton Village Office Meeting Room. This motion was seconded by Kelly and carried.

*2018-2019 Policy Review Committee Meetings:

These meetings will be on the third Thursday of each month at 2:00 p.m, beginning in September 2018, at the Town Office Meeting Room. All BOT members are urged to attend. Pam made a motion to approve this action, with a second given by Linda. Motion carried.

Regular Meeting:

At 9:12 a.m. BOT returned to a regular Monthly meeting

Adoption of Agenda:

Linda made a motion to adopt today's Agenda as given. This motion was seconded by Pam and carried unanimously.

Approval of Prior Meeting(s) minutes:

Meeting minutes of May 30, 2018 and June 12, 2018 were approved on a motion made by Pam, seconded by Kelly and carried unanimously.

Personnel Action Report:

A letter was received by the BOT from a GPL substitute clerk. Each trustee read the letter and discussion followed. No action was taken by the Board and President, Sheri Shurtleff will meet with the substitute to explain that a budgeted salary increase for substitutes will take effect on January 1, 2019.

Sara recommend that the Board create two new positions, each with the Civil Service title of Part-time Information Aid, instead of filling the Library Assistant vacancies. Pam made a motion, seconded by Linda, to approve Sara's recommendation and the motion was carried unanimously.

A motion was made by Pam to accept a proposal by Sara to hire two **Information Aides**, Kayli Thompson and Tiffany Hammond. Motion was seconded by Kelly and carried. Monday July 30, 2018 would be their starting date with each working 25 to 28 hours weekly. These positions would carry a 6 month probationary period. On a recommendation given by Sara the hourly rate for the new **Information Aides** will be \$14.00 for the 2018-2019 year. Kelly made a motion to accept this recommendation, Pam seconded and the motion carried unanimously.

Discussion followed regarding hourly rate for staff member Pat Barry. On Sara's recommendation, Pat's 2018-2019 hourly rate will be \$15.00. Linda made a motion to approve this recommendation, a second was given by Pam and the motion carried unanimously.

Finance Officer's Report:

Sheri made a motion to approve all three warrants:0005-LIAP 2017-18 A/P Transactions, 0144-18LIB PubLib Special AP Run 06/25/18 and 0006-19LF01-1 July Public Library AP. This motion was given a second by Linda and carried.

Sara reported that the GPL has not received the NYS Construction Grant yet.

Library Executive's Report:

The fresh fruit available at the Circulation desk is provided by funding from the Groton Community Health Center. An Audit on Workman's Compensation resulted in refund coming back to the GPL. Approximately 40 free lunches are given out daily.

Committee Reports:

FOGPL: Jennifer had no updates to report from the FOGPL

Expansion Committee: BOT members were given a letter from Carl Haynes, Chairperson, detailing updates from the Committee. Senator Seward and Assembly woman Barbara Lifton, will be visiting the GPL in the near future to make a public announcement in their support of our expansion project .

Old Business:

Nothing to report at this time

New Business:

Ice Cream Social: This event will be held Thursday, August 9, 2018 at 7:00 p.m. Pam offered to get the ice cream from *The Caboose*. Jennifer and Sheri have volunteered to distribute the ice cream sundaes for this event.

Book Sale:

The FOGPL will hold a book sale Friday, August 24, 2018 from 12-7 p.m. and Saturday, August 25, 2018 from 10:00 a.m.-2:00 p.m. If interested in volunteering for this, please contact Linda Willis.

Public Expression:

Guest, Laurene Kushner, spoke in favor of the GPL.

Adjournment:

This meeting was adjourned at 10:29 a.m. by Linda.

Next BOT monthly meeting will be held August 14, 2018 at 1:00 p.m. in the Village Hall meeting room

Respectfully submitted,
Jennifer Morey
Secretary