

Groton Public Library Board of Trustees
Meeting Minutes of June 12, 2018
1:00 p.m. Village Office Meeting Room

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

Call to Order: Meeting was called to order at 1:04 p.m. by President Sheri Shurtleff. The Pledge of Allegiance was recited.

Adoption of Agenda: The Agenda was adopted as given on a motion by Sheri and seconded by Pam. Motion carried.

Approval of May Minutes: The Minutes of May 8, 2018 were approved on a motion given by Pam, seconded by Kelly and carried unanimously.

Personnel Action Report: Drew Montreuil submitted a letter requesting to be appointed as a part time, on call, library assistant effective July 3, 2018. His duties would include covering Staff vacations, helping with the Tween programing, training of the eventual new Library Assistant and other areas that Sara determines need assistance.

A motion was made by Monica to accept this proposal of Drew's, a second given by Pam and the motion was carried unanimously.

Logan Roberts will be able to work more hours for about six weeks this Summer, which will help alleviate the pressure felt by the Staff with Drew's change in working hours. Logan will be paid at a hourly rate of \$11.40. Monica made a motion to accept this appointment and pay rate for Logan. A second was given by Kelly and motion passed unanimously.

Sara has been actively searching for a candidate to permanently fill the open Library Assistant position.

Finance Officer's Report: Sheri made a motion to accept Warrant: 0138-18LFAP12-1 in the amount of \$8,101.37. This motion was seconded by Linda and carried unanimously.

Library Executive's Report: The hot water heater had to be replaced at a price of approximately \$600.00. The new heater should be able to adequately supply

the demand for hot water in the new addition as well. It also came with a good warranty

The SAM Grant application was received from Senator Seward.

Committee reports:

Friends of the Groton Public Library: Nothing to report at this time.

Library expansion: A motion was made by Pam, seconded by Linda, to appoint Carl Haynes and Frank Satterly as Expansion Project Coordinators and Liaisons responsible/ accountable to the Board of Trustees. The motion carried unanimously.

Campaign Committee Report: Money donations and Pledges have been received by the FOGPL for the Library Expansion project. Thank you Pledge letters have been sent out to all donors.

Old Business: Nothing to report at this time

New Business: The July Reorganizational meeting has been changed from July 10, 2018, to 2:00 p.m. June 26, 2018 at the Village Hall, due to Vacation plans of various Trustees. This change was approved on a motion made by Monica, seconded by Pam and carried unanimously.

A motion was made by Pam, seconded by Jennifer, to appoint Sheri to serve as a trustee for the 2018-19 year because of two positions being vacant. Motion carried unanimously

Adjournment: Meeting was adjourned by Sheri at 2:14 p.m.

Next BOT meeting will be Tuesday, June 26, 2018 at 2:00 P.M. in the Village Hall.

Respectfully submitted,
Jennifer Morey
Secretary