

Groton Public Library Board of Trustees

Meeting minutes of November 13, 2018

5:30 p.m. Groton Public Library

Draft

Present: Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale **Absent:** Christian Williams

Call to Order: This monthly meeting was called to order at 5:32 p.m. by President Sheri Shurtleff. The Pledge of Allegiance was recited.

Adoption of the Agenda: Sheri requested that a proposal be added to the evening's agenda. She would like to discuss the Architect's proposal for additional services to be provided to the GPL's renovation of the original building. This renovation proposal was not part of the original contract with the Architectural firm Holmes-King-KallQuist. Pam made a motion to approve this request for discussion and it was seconded by Linda. Motion carried.

Approval of October 9, 2018 Minutes: Minutes were approved as submitted.

Finance Officer's Report: Linda made a motion to approve Warrant: 0057-19LFAP05-1 in the amount of \$12,019.49. This motion was given a second by Pam and carried unanimously.

The completed annual Form 990 was returned to the IRS, postmarked November 7, 2018. On November 6, 2018, Sara sent a letter to the IRS requested a refund of the \$1,280.00 fine that the GPL incurred for not filing the 2016-17 990 form by the deadline, due to unexpected circumstances.

Sara is going to check into software that is PDF fillable which would allow the 990 form to be easier accessed and processed by approved personnel.

Library Executive's Report: Sara supplied the BOT with a comprehensive report of the GPL's programming, recent Donation/Grant submissions, current updates and different Outreach and Networking that she has been involved in.

Halloween at the GPL had over 360 attendees, with the children receiving books.

Sara is very pleased with how well her new staff members are adjusting and fitting in.

Expansion Project Update: Groton's Zoning and Planning Boards have approved all proposals submitted by GPL for the Expansion project.

As mentioned above, the original contract made with the Architect firm

Holmes_King_KallQuest, only covered the Expansion part of the GPL. The current

children's room and the very back "stacks" room that contains the staff office and restroom need to be renovated also. This project would be in addition to the original contracted expansion project (termed Phase two).

The Architect, Julia, has requested an additional fee of \$11,300.00 to draw up plans for this renovation project (termed Phase one). She hopes to be able to start this renovation of the existing rooms by late Winter 2019.

Julia ,along with an Engineer, would like to come down on Friday, November 16, 2018 at 11:30 A.M. in the GPL to discuss these plans with any BOT members, Carl Haynes, and others that can attend this informational meeting.

A lead and asbestos check needs to be conducted also. Pam made a motion for Sara to contact and contract someone qualified to perform this service at a reasonable cost ASAP. This motion was seconded by Kelly and carried unanimously.

In addition, BOT would like to hold a public informational meeting as soon as some of these details are more defined.

Friends of the Groton Public Library: Campaign Committee reports that The Fundraising goal has been met.

Tree lighting for the GPL will be Friday, December 14, 2018 performed by local Girl Scouts. Santa Claus will be visiting on the following day, Saturday the 15th. Children can have a photo taken with Santa if they chose to.

Committee Reports: On a motion made by Pam and seconded by Kelly, it was decided that a new Director's Review policy would be adopted for this year only, on a trial bases. Sara will try to have this self- evaluation form completed by January 2019. Motion carried.

At the next Personnel policy meeting held the third Thursday of January, we will try to hold a Google Docs training session with as many BOT members as possible that can attend.

Old Business: Nothing to cover at this time.

New Business: On a motion made by Pam and seconded by Linda, the BOT approved funding for a Staff Holiday party to be held at the Benn Conger Inn on November 30,2018.

The 2019 Holiday closure days/times of the GPL were approved on a motion submitted by Pam, seconded by Kelly and carried unanimously.

Period for Public Expression: N/A

Adjournment: Meeting was adjourned at 6:40 p.m.

Next Board of Trustee meeting will be held at 5:30 p.m. December 11, 2018 at GPL

Respectfully submitted,

Jennifer Morey
Secretary