

## **Groton Public Library Board of Trustees**

Meeting minutes of October 9, 2018

5:30 p.m. Groton Public Library

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

**Call to order:** Meeting was called to order by President Sheri Shurtleff at 5:27 p.m. followed by reciting of the Pledge of Allegiance.

**Adoption of the Agenda:** Agenda was adopted as submitted.

**Approval of Prior Meeting Minutes:** September 11, 2018 meeting minutes were approved as submitted.

**Personnel Action Report:** Nothing to report at this time.

**Finance Officer's Report:** Warrant: 0043-19LFAP04-1 in the amount of \$10,155.71 was approved on a motion submitted by Linda, seconded by Chris, and unanimously carried.

A motion was submitted by Monica to accept a \$8,500.00 Park Foundation Grant and increase the 2018-19 the budget by adding a new expense line with an appropriation of \$8,500.00. This motion was seconded by Pam and carried unanimously.

The GPL needs to submit the annual 990 form to the IRS by November 15, 2018. Monica offered to check outside resources for a qualified individual who could complete the filing if necessary and Sara will check with other libraries to see how they handle it. We recently incurred a fine for filing the 2016-17 990 form late. Sara will submit a request to have the fine waived due to unexpected circumstances.

**Library Executive's Report:** Sara submitted a comprehensive Manager's report to the BOT. Programming is well attended. Some of the Park Foundation Grant money will be used to develop and implement the Groton Harvest Program. Food dehydrators will also be purchased. Fruit purchased from the

BAD APPLE farm will available at the Circulation desk for patrons to partake of free of charge.

Cornell's Paws to Read program using specially trained animals was a huge hit over the Summer.

**Expansion Project Update:** The contracted Architectural firm Holmes-King-KallQuist submitted a preliminary blueprint of the Expansion project for all involved to review. The BOT was supportive of the plans as submitted. The Village Planning Board and Zoning Board of Appeals will be meeting on November 5 to review the variance request and for final approval of our site plan. The sanitary sewer line from the neighboring property needs to be located and identified as part of the preliminary site work. Chris made a motion to approve up to \$1,500.00 for a company to do this project. A second was given by Monica and passed unanimously.

**Committee Reports:**

*Friends of the Library:* Sue Haynes has planned a couple "clean up the front flower gardens" work days October 9 and 10 from 1:00 to 3:00 p.m. All interested can show up.

**Old Business:** Nothing to report at this time.

**New Business:** FLLS distributed a new Sexual Harassment Policy mandated by New York State. A motion was made by Monica and seconded by Linda to adopt this policy as given. All Trustees must attend a training ASAP which may be provided through FLLS.

*Personal Policy and Library Executive Evaluation timeline:* For those BOT members who can attend, there will be a meeting on October 18, 2018 at 2:00 p.m. in the Groton Town Hall meeting room.

**Next scheduled Monthly BOT meeting is November 13, 2018, 5:30 p.m. in the GPL**

Respectfully submitted,  
Jennifer Morey  
Secretary