

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

Meeting Minutes of September 11, 2018

2:00 p.m. Groton Public Library

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

**Call to Order:** Meeting was called to order at 1:07 p.m. by President Sheri Shurtleff. Pledge of Allegiance was recited and a moment of silence was observed in memory of those who lost their lives because of the 9/11/01 attack.

**Approval of the August 14, 2018 meeting minutes:** Minutes stand approved as presented.

**Presentation of an idea by employee Dana Jacobs:** Long standing GPL employee, Dana Jacobs presented a calendar idea promoting GPL. Proceeds from sales would be given to the Renovation/Construction Campaign fund. Idea was endorsed by all members present.

**Personnel Action Report:** Sara reports that Tiffany Hammond was unable to fulfill her duties as Part time Information Aide and left the position without notice. Sheri would like Tiffany to submit a Letter of Resignation if possible.

Aaron Hill was recommended to fill the empty position effective September 4, 2018. He would work approximately 28 hours weekly at \$14.00 an hour. A motion was made by Monica and seconded by Pam to accept this recommendation. Motion was passed unanimously.

Polly Case was hired on a term appointment for a Thursday after school program paid for by a Grant. This would be a school year appointment, 5 hours/wkly at \$15.00/hr. A motion was made by Pam to hire Polly for this position, seconded by Jennifer and passed unanimously.

**Financial Officer's Report:** Linda made a motion to approve Warrant: 0030-19LFAP03-1 in the amount of \$9,133.08. Monica gave a second and motion carried unanimously.

*Report of Receipts and Disbursements:* \$112,500.00 was received from NYS for use in the Construction project.

**Library Executive Report:**

Julie from Architectural firm Holmes-King-Kallquist will be coming down Wednesday, September 12, 2018 to present Sara with preliminary sketches of GPL expansion plans. Programming at the GPL is still being well attended by the public. There have been some additional food programs added involving the younger, school aged patrons.

**Committee Reports:**

*Friends of the GPL:* Sara reported that book sales were double from last year at a \$1,300.00 profit. They had a good turn out for the event.

*Campaign Committee Report:* Donations for the Construction project have been steadily coming in from the community at large.

**Old Business:** See time change below of BOT meetings.

The BOT will hold a Policy Committee Meeting Thursday, September 20, 2018 at 2:00 p.m. in the Town Hall.

**New Business:**

*Director's vacation:* Sara will be on vacation from Tuesday the 18 thru Friday the 28, 2018. Pat Barry will be in charge.

*Time/place change for BOT Meetings:* The time and place of the BOT's monthly meetings will be changed to 5:30 pm at the Library.

**Period of Public Expression:** Christian Williams would like to serve on the BOT of the GPL. He has agreed to take an "Oath of Office" pledge ASAP. Monica made a motion to appoint Christian to serve on the BOT from the present till June 30, 2019. This motion was given a second by Linda and carried unanimously.

**Adjournment:** Meeting was adjourned at 3:05 p.m. by Sheri.

Respectfully submitted,  
Jennifer Morey  
Secretary