

Groton Public Library Board of Trustees  
July 9, 2019 at 5:30 p.m. in the Groton Public Library  
Reorganization and Regular Monthly Meeting  
Draft

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

**Call to Order:** This meeting was called to order at 5:39 p.m. by Acting Chair, Sara Knobel. The Pledge of Allegiance was recited by all.

**Reorganization Meeting**

Acting Chair, Sara Knobel, presented the Slate of Officers for the 2019-2020 year. They are as follows:

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

The Slate of Officers were approved on a motion given by Pam, with a second by Kelly. The motion carried. Sheri then proceeded as President of this meeting.

**Other Appointments as follows:**

- \*Treasurer                                *Heather Ferris (GCS Treasurer)*
- \*Buildings and Grounds                *Pam Vitale*
- \*Friends of the Groton Public Library   *Jennifer Morey*

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

**2019-2020 Monthly Meeting dates, time and place:** *Monthly Meetings will continue to be held the second Tuesday of each month, 5:30 p.m. at the GPL.* A motion to continue these meetings as presented was given by Pam, seconded by Kelly and carried unanimously.

**2019-2020 Policy Review Committee Meetings:** *Policy meetings will be held the third Tuesday of each month at 2:00 p.m. in the Groton Town Hall meeting room. These will resume in September 2019.* A motion to continue these Policy Review meetings was given by Pam, seconded by Linda and carried unanimously.

**Regular Meeting**

The Board of Trustees began their regular Monthly meeting at 5:44 p.m.

**Adoption of Agenda:** Agenda will stand approved as submitted.

**Approval of June 11, 2019 Meeting Minutes:** The meeting minutes will stand approved as submitted.

**Personnel Action Report:** The BOT entered into Executive session at 5:46 p.m. to discuss a personnel issue. Meeting reconvened back into our regular monthly meeting at 6:29 p.m. on a motion by Sheri, seconded by Pam and carried.

A motion was made by Pam, seconded by Kelly, to approve the creation of a Term position of 23 weeks. This position will be paid for by the Park Foundation in the form of a Harvest Grant. The motion carried unanimously.

This position will pay the employee \$15.00/hr for approximately 8 hrs/weekly for 23 weeks. Pam moved to make a motion that this position be approved for this hourly amount, with a second given by Linda. Motion carried unanimously.

**Finance Officer's Report:** Linda made a motion to approve Warrant: 0003-20LFAP July 1 in the amount of \$8,759.62. Pam gave it a second and the motion carried unanimously.

BOT also received a report of Receipts and Disbursements.

**Library Executive's Report:** Sara distributed Director reports for May and June 2019. The monthly community meals have been well attended with 30 participants in May and 43 in June. Staff received training in many areas such as Sexual Harassment, bullying, AED/CPR, Active shooter and Narcon. About 30 bagged lunches are still be distributed M-F for those aged 18 and younger till the end of August.

GrotonCon Summer Reading kickoff was a huge hit with over 190 attendees. The GPL seems to be a very busy and diverse place to attend.

**Expansion Project Update:** Julia and Jim have met to discuss budget concerns with the expansion. After meeting, the estimate of money needed for Construction is back within our budget range. The new Construction Grant, which Sara has been working on, is due by the end of August. Kristie from the FLLS has been a very reliable source to go to for questions and help.

**Library Smoking Ban Signage:** This new State law went into effect June 19, 2019. Smoking will not be allowed within 100 feet of the building. Sara will have a staff member research signage to use that can be posted at the Library.

**Committee Reports:**

\*Friends of the GPL

If the Star Magnolia tree needs to be removed in the midst of the Expansion project, the FOGPL have offered to tend to the arrangements of protecting at least a portion of this tree. This was planted as a Memorial to Marion Barry who died in 1991.

**Old Business:**

\*Lawn maintenance

The front and side lawn at the GPL is currently being mowed by Drew. Jim Shurtleff removed much of the debris from the back lot to improve the appearance of it, but it will require some routine maintenance to keep it from becoming overgrown again. Sheri suggested that Sara look into hiring someone to maintain the back lot with a weed eater till construction begins.

\*Book sale

The yearly Summer Book sale run by the FOGPL will be canceled this year. It is becoming more and more difficult to work from the basement of the Library. Hopefully when the Expansion finally occurs, there will be a better space in which the Friends can resume this project.

**Adjournment:** Meeting was adjourned at 7:11 p.m.

Next monthly meeting is **August 13,2019 at 5:30 p.m. in the GPL**

Respectfully submitted,  
Secretary  
Jennifer Morey