

Groton Public Library Board of Trustees  
Meeting Minutes of November 12, 2019  
5:30 p.m. in the GPL

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

**Call to Order:** The Meeting was called to order by President Sheri Shurtleff at 5:30 p.m. The Pledge of Allegiance was recited by all.

**Adoption of Agenda:** There were two additions to the agenda. A list of BOT members and their contact information was added as well as a list of Holiday closing and Meeting dates for 2020. A motion was made by Sheri, given a second by Pam, to accept these additions and approve the Agenda as presented. Motion passed unanimously.

**Approval Of October 8, 2019 Meeting Minutes:** Monica made a motion to approve the minutes as presented. A second was given by Pam and the motion carried unanimously.

**Finance Officer's Report:** Linda made a motion to approve Warrant: 0056-20LFAP05-1 in the amount of \$10,514.17. This motion was given a second by Chris and carried unanimously.

A copy of Receipts and Disbursement was given to all Board members. The *No Fines policy* is working fine.

**990 Form:** Sheri completed the 990 Form and presented it to the BOT. Chris reviewed it and Sheri signed it. Sara will mail the form first class on 11/13/2019 and get a receipt for the package.

**\*Expansion Project Report -New Timeline:** All BOT members were given a draft of a Revised Proposed timeline for the Expansion project. This Draft was previewed by Jim Turner, Carl Haynes and Sara Knobel. A motion was made by Monica, given a second by Pam and carried, to adopt this Proposed Timeline. The BOT will meet sometime in early December 2019 to begin to carry out the timeline process.

**2020 List of BOT Contact Information, Library Holiday Closing dates and BOT**

**Meeting dates and Times:** After a few revisions, a motion was submitted by Pam, a second given by Linda, to accept the 2020 Holiday list of GPL closings. The 2020 Meeting Date list was approved as presented with a motion given by Monica and seconded by Chris. The motion on both lists carried unanimously.

**New Winter Hours:** Sara presented a change to the GPL closing hours from 9:00 p.m. to 8:00 p.m. M-F from January 1 through March 31, 2020. On Sara's recommendation, Chris made a motion to accept this change. A second was given by Kelly and the motion carried unanimously.

**Library Executive's Report:** Sara reported that HOPLA will be discontinued by the FLLS at the end of this year. She would like to continue it for the GPL patrons. Monica made a suggestion that the company come to the GPL and give a training of the program.

450 people came through the GPL's doors on Halloween.

The GPL staff was able to collect over 750 items at the TCPL's pre-sale.

Some new furniture was purchased to try out in anticipation of the new addition. The new copier was delivered.

The Village of Groton staff has invited the Library staff to join them for an *Awareness for Public Safety* workshop. This will be paid for by the Town of Groton

**Friends of the Groton Public Library:** The flower beds in front of the GPL have been prepared for Winter by some FOGPL. Weeds have been pulled, bushes and flowers trimmed and debris disposed of.

**Period of Public Expression:** No one present but BOT

**Meeting was adjourned at 6:20 p.m.**

**Next scheduled BOT Meeting will be December 10, 2019 at 5:30 p.m. in the GPL**

**\*Attached to this report is the draft of the Proposed Timeline**

Respectfully submitted,  
Secretary  
Jennifer Morey