

**Groton Public Library  
Board of Trustees Meeting Minutes  
July 9, 2020 at 5:30 pm  
Remotely via Zoom**

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

**Reorganizational Meeting**

This Reorganizational Meeting was called to order at 5:35 pm by Temporary Chairperson Sara Knobel.

- Election of 2020-2021 Officers
- \*President: Sheri Shurtleff
- \*Vice President: Monica Dykeman
- \*Finance Officer: Linda Nobles
- \*Secretary: Pending

On a motion given by Sara, a second by Kelly, the above Slate of Officers were elected and the motion carried by all BOT present. At this point, the meeting continued with Sheri Shurtleff as the newly appointed, returning President of the BOT.

- Other Appointments:
- \*Treasurer: GCS Treasurer
- \*Building and Grounds: Pam Vitale
- \*Friends of Library Liaison: Pending

On a motion given by Chris, a second by Linda, the above Appointments were elected and the motion was carried by all BOT present.

- 2020-2021 Monthly Meeting Dates, Times and Place:
- \*Second Thursday of the Month at 5:30 pm
- \*Remotely By Zoom during the Pandemic; at the GPL when restrictions are lifted.

On a motion given by Linda, a second by Pam, the above Dates, Time and Place were approved and the motion was carried by all BOT present.

**Regular Meeting**

**Adoption of the Agenda:** The Agenda stands approved as submitted.

**Roll Call by President:** President Sheri Shurtleff took Roll Call.

**Appoint Jennifer Morey to fill Board vacancy for one year:**

On a motion submitted by Pam, seconded by Kelly, Jennifer Morey was appointed to fill the Board vacancy for one year from 7-1-2020 to 6-30-2021. This motion carried.

**Nomination and Election of Board Secretary Jennifer Morey:**

On a motion submitted by Linda, seconded by Pam, Jennifer Morey was elected to fill the office of BOT Secretary for one year starting 7/9/2020 and ending 6/30/2021. This motion carried.

**Appoint Jennifer Morey as Friends of the Library Liaison:**

On a motion submitted by Linda, seconded by Pam, The BOT appointed Jennifer Morey to serve one year as the Liaison between the BOT and the FOGPL. This motion carried.

**Approval of June 9, 2020 Meeting Minutes:** The amended minutes were approved on motion submitted by Linda, seconded by Kelly. The motion carried.

**Approval to pay Warrants:** Warrant: 0146-20LFAP12-2 in the amount of \$43,946.74 (regular) and \$87,728.00 (Addition) was approved for payment on a motion submitted by Chris, seconded by Linda and carried.

**Personnel Action:** It was with regret that the BOT accepted the resignation of Aaron Hill submitted on 6/23/2020. His last day of employment will be 8/1/2020. A motion was submitted by Sheri, seconded by Pam, and carried to accept Aarons resignation. The BOT would like to wish Aaron the best in his future studies. We thank him for his service to the GPL these last few years.

**NYS Executive Order 202.45:**

This order suspends paid leave benefits of employees who travel to States listed in the NYS Executive Order 205 (this Order requires a 14 day quarantine period for persons who travel to high risk States).

**Amend Quarantine Policy adopted March 26, 2020**

*ADD: If an employee is in close contact with another person (i.e. family member) who exhibits symptoms of COVID -19 and who gets tested, the employee may not return to*

*work until a negative test result is available. The employee will be paid for scheduled work hours during that time period, but not longer than 14 calendar days from the time of the test. If the test is positive for COVID-19, the employee may not return to work until 14 days after the other person is no longer symptomatic. Before returning to work, the employee must get a COVID-19 test, test negative, and obtain a statement from the other person's health care provider that the other person is no longer required to self-quarantine. During the time that the employee is in quarantine, it is expected that he/she will work remotely when possible and if not experiencing health issues that prevent working from home. The employee's regular sick leave accrual will not be charged while waiting for test results or while self-quarantining because of exposure to a COVID-19 positive person.*

A motion to adopt this addition to the March 26, 2020 policy was submitted by Pam, given a second by Kelly, and carried.

**Extension of the PPP loan:**

Sheri was able to extend the PPP Loan from 8 weeks to 24 weeks. 60% of the money has to go towards Staff payroll and 40% must go for mortgage and utilities.

**Authorization to allow Board President to seek a loan from the First National Bank of Groton:**

This authorization would only be an "as needed basis" for construction expenses only while waiting for DASNY Reimbursement and receipt of the NYS Library Construction Aid Grant. Chris made a motion to approve this Authorization, a second was given by Linda, and the motion carried.

**2020-2021 Salary Discussion:** After some discussion, Pam submitted a motion to increase Sara's salary by 3% and slightly improve her Dental Plan. This motion was given a second by Kelly and carried. Sara has worked tirelessly throughout this Pandemic and the BOT feels that she has certainly earned this pay raise. Thank you for your selflessness and devotion Sara.

**Continuation of the Reopening Plan:**

Sara gave the BOT an update on the current plan of progress in opening the GPL.

**Expansion and Renovation Project update:**

An update was given by Sheri. Things are proceeding on schedule with construction. Jim Turner has been an excellent facilitator in the whole process.

**Committee to plan for a Commemorative Plaque for the Library Addition:**

A committee is being formed to compile names of those who have supported the Renovation and Addition endeavors. This Committee will be composed of members of the BOT, Staff and FOGPL.

**Update from the Library Director:**

Sara has been busy throughout the Pandemic. She has had to reinvent and adjust ways the Library can serve the Public. She gave the BOT a detailed list of ideas that she and the Staff have thought of to continue operating the Library and keeping patrons safe.

The adoption of a safety plan for the Drive in Movie idea may have to be scrapped due to insurance reasons. This Movie night idea will need to be investigated further before any more discussion with the BOT.

**Update from the FOGPL:** Jennifer reported that one set of table/ 4 chairs has been completed. A second set is now being refurbished. Plans are in the process to have the Circulation desk refurbished right in the Library.

**Period for Public Comment:** No public comment at this time.

Meeting adjourned at 6:47 pm

**Next Meeting August 13, 2020 at 5:30 pm**

Respectfully submitted,  
Jennifer Morey  
Secretary