

**Groton Public Library
Board of Trustees
Meeting Minutes of February 11, 2020 at 5:30 p.m.
Draft**

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

Call to Order: This meeting was called to order at 5:31 p.m. by President Sheri Shurtleff followed by a reciting of the Pledge of Allegiance to the American flag.

Adoption of the Agenda: The agenda was adopted as presented upon moving Jim Turner's presentation of the Expansion Project Report to just after the Approval of the January 2020 Meeting Minutes.

Approval of January 14, 2020 BOT Meeting minutes: Minutes were amended and now stand approved as submitted.

Expansion Project Contract Awards

Jim Turner reported on the results of the January 30 bid opening. We received four bids for General Construction, three bids for Plumbing, three bids for Electrical, and four bids for Mechanical (HVAC). After their review of the bids, Jim and our architect, Julia from HKK&A, both recommend that the board award the contracts to the low bidders.

A motion was made by Pam and seconded by Chris to award the **General Construction** contract to the low bidder, James & Sons Construction, in the amount of \$783,000 plus \$7,500 for the alternate (\$145,000 for the interior renovations and \$638,000 + \$7,500 for the addition). The motion was carried unanimously.

A motion was made by Linda and seconded by Kelly to award the **Plumbing** contract to the low bidder, Petcosky & Sons Plumbing & Heating, in the amount of \$85,500 (\$37,800 for the interior renovations and \$47,700 for the addition). The motion was carried unanimously.

A motion was made by Chris and seconded by Pam to award the **Electrical** contract to the low bidder, Knapp Electric, in the amount of \$72,800 (\$17,300 for the interior renovations and \$55,500 for the addition). The motion was carried unanimously.

A motion was made by Monica and seconded by Pam to award the **Mechanical** contract to the low bidder, Petcosky & Sons Plumbing & Heating, in the amount of \$99,263 (\$11,619 for the interior renovations and \$87,644 for the addition). The motion was carried unanimously.

****Payment Process***

Sheri asked the board for authorization to approve contractor payment applications (invoices) prior to a regular board meeting if necessary to expedite the process of submitting them to DASNY. All payment applications will be reviewed by our architect and clerk of the works prior to Sheri receiving them for final approval. In Sheri's absence, the board finance officer, Linda Nobles, would have authorization to give approval on behalf of the board. Kelly moved to authorize Sheri or Linda to approve payment applications when necessary to keep the payment process going smoothly. The motion was seconded by Monica carried unanimously.

***Building Permit**

Jim Turner met with Mike Andersen, Village Code Enforcement Officer, and completed the building permit application. Sheri will deliver the application and required supporting documents once our check for the fee of \$2,512 has been issued.

***Special Inspections Testing**

On Jim's recommendation, Sheri asked the board for authorization to sign a contract not to exceed \$20,000 with SJB, to perform all required testing and inspections during the Expansion/Renovation project. Monica made a motion to grant the authorization to Sheri with a second by Linda and this motion was carried unanimously.

Finance Officer's Report: Linda made a motion to accept Warrant: 0093-20LF in the amount of \$7,920.65. This motion was given a second by Chris and was carried unanimously. The reports of *Receipts and Disbursements* were reviewed by the BOT.

Annual Report Review: The Annual Report was reviewed by the BOT and will soon be sent to the State by Sara ASAP.

2020-2021 Budget and Trustee Election:

*There is one board trustee term ending on June 30, 2020. Any interested individual for this position, must live in the Groton School District and have their petition of 25 signatures into the GCS District Clerk by Friday, March 27, 2020.

*The BOT will adopt the proposed Operating Budget and proposed tax levy at their regular meeting on Tuesday, April 14, 2020. The budget proposal will then be made available to the public by Monday, April 20, 2020.

*At the Annual Meeting on Tuesday, April 28, 2020, the public vote for the 2020-2021 budget with the proposed tax levy and Trustee Election will take place in the library.

Resolution to Exceed Tax Cap if needed: Sheri asked for a resolution to override the NYS Tax Cap if it becomes necessary during our development of the 2020-2021 budget. A motion was made by Chris, with a second given by Linda, that the board may submit a budget proposal for public vote that exceeds Tax Levy Cap. This motion carried unanimously.

Library's Executive's Report: Sara reported that books are starting to be packed up and stored in the basement of the GPL. Several volunteers, FOGPL and Staff members as well have been busy in this effort of clearing out the Children and Adult areas in preparation of the Expansion project.

The BOT meetings might have to be moved to an alternate location for a few months during renovations. Sheri will check to see if either the Town or Village Office can accommodate us.

Kayli Thompson went to a Census training. The GPL will be set up as a site with a Pad available for Groton residents to submit their information online.

Friends of the GPL: The antique tables and chairs are in need of some upkeep. Someone with a bit of knowledge in this area will be checking them out and hopefully make a recommendation on what can be done to preserve the quality and life of the furniture.

Adjournment: This BOT meeting was adjourned at 6:26 p.m.

Next BOT Meeting March 10, 2020 at 5:30 p.m. Site TBA

Agenda will include Staff Compensation for 2020-21, Preliminary Budget and Tax Levy discussions

Respectfully Submitted,
Jennifer Morey
Secretary