

Groton Public Library  
Board of Trustees Meeting Minutes  
November 12, 2020 at 5:30 pm  
Remotely via Zoom  
Draft

**Meeting called to order by President Sheri Shurtleff at 5:30 pm**

**Roll Call given by Secretary:**

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

*Excused:* Monica Dykeman

**Adoption of Agenda:** Agenda was adopted as presented.

**Approval of October 8, 2020 Meeting Minutes:** Meeting Minutes stand approved as submitted.

**Approval to pay Warrants:** Warrant: 0049-21LF AP05-1 in the amount of \$165,552.41 was approved for payments with a motion given by Sheri. Pam seconded the motion and it carried unanimously.

**Personnel Action:** Minimum wage due to increase from \$11.80 to \$12.50 an hour on January 1, 2021.

**990 Filing:** The 990 form for the 2019-2020 fiscal year was completed by Heather Ferris and Sheri, and Sara mailed it to the IRS on 10/30/2020.

**Sick Leave Policy:** The sick leave policy is still under review. The BOT hopes to address this issue at their December Board meeting.

**Long Range Plan:** This five year plan needs to be updated. Looking for help in this endeavor from various sources which will include some Community, Library staff and BOT members. It was decided to hold off on

updating this Plan until late Spring 2021. All BOT members were in agreement.

Sara will look for a copy of the previous Plan.

**Expansion and Renovation Project update:** There were three more Change Orders this month:

\*Data and \*phone lines were added to the original plans

\*A taller water fountain with a water bottle filler will replace two older style fountains previously specified.

Sara and her staff are researching new appliances. The refrigerator will be black with french doors at the top and a freezer at the bottom. It needs to be no more than 3 feet wide. They hope to purchase a countertop microwave, dishwasher and a stove with a circulating range hood over the top. These appliances will be residential, not commercial grade. The toilet came cracked, so a replacement will be coming.

**Donor recognition Plaque:** This committee submitted specs for the Plaque to a local company in Ithaca. The price quoted was much higher than anticipated. Therefore it was decided to hold off discussion of this until the first of 2021.

**Update from the Library Director:** With money from the Rosen Grant, Educational kits and Movie bundles were made available for patrons. The food give away is now held curbside at the Library instead of the Main St. Pavillion on Tuesday nights. There are still coolers outside the front doors of the Library so food is always available for pickup for those who choose to do so.

The glass top for the Circulation Desk is finally on.

Partial reopening by appointment only started 11/11/2020. Patrons would need to call or text the GPL to set up a time to come in.

**News from the Friends of the Groton Public Library:**

Chris Griffin took home one of the original table lamps and refurbished it. The original brass shade had been painted blue at one point over the

years. A decision has to be made whether to restore the remaining lamps to their original look or polish the lamps and keep the blue paint on the shades.

Vintage Lighting Company in Aurora is being considered as a possible source for the restoration of the lamps.

The Friends report that the fundraiser campaign was very successful.

The round oak children's table and six chairs are now being refurbished by the Seibe's.

Mary Roberts and Sue Haynes prepared the front flower gardens for Winter. Catie Whatley has been asked to help with the pruning of the overgrown hydrangeas.

**Period for Public comment:** N/A

**Meeting adjourned at 6:18 pm**

**Next BOT meeting set for December 10, 2020 at 5:30 pm via Zoom**

Respectfully submitted,  
Jennifer Morey  
Secretary