

Groton Public Library
Board of Trustees Meeting Minutes
March 11, 2021 at 5:30 pm
Remotely via Zoom

- **Meeting called to order** by Sheri Shurtleff at 5:30 p.m.
- **Adoption of Agenda** by Sheri Shurtleff stand as submitted
- **Roll Call by Secretary**, Jennifer Morey: All Present: Monica Dykeman, Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale, Chris Williams- absent
- **Approval of Minutes** from February 11 and 25(special meeting)
Monica made a motion to accept the minutes, 2nd by Pam

- **Approval to Pay Warrants**

Total Warrant for GPL = \$49,618.61

- Knapp Electric
 - \$807.50 - Renovation
 - \$8,336.25 - Addition
- Petcosky & Sons
 - \$0 - Renovation
 - \$1,590.30 - Addition
- James and Son
 - \$1,520 - Renovation
 - \$27,084 - Addition
- James Turner \$2,000 - Renovation
- HKK&A - \$599.35 – Renovation

Motion to pay the warrant: Motion made by Linda, seconded by Monica. Vote was unanimous.

- **Personnel Action** – Sara reported that Hailley Harvey would be a good addition to the library. Start at 25 hours per week. Sara recommends \$14.85/hr. Motion to accept the recommendation to hire Hailley was made by Kelly and seconded by Pam. Vote was unanimous. Discussion of what would happen if Hailley does not accept the position and the decision was left to Sara to hire the next best person at the same hourly rate and hours per week.
- **2021-2022 Budget and Tax Levy**: Did not raise or change the budget last year Tax cap calculation the most we can raise is \$6,819.00, 3.4 increase in our tax cap levy. If we want to exceed the cap we have to have a vote. Monica states there is possibly money in the stimulus for schools and public libraries. Discussion followed as to how the budget will be handled. Monica suggested not exceeding the cap. As well as Sheri. Sara stated that eventually with the expansion we will have to go over the cap to support staff, utilities, etc. Waiting for more facts on Biden's stimulus.
- **Resolution to authorize President or Finance Officer to Approve Warrants** – This is needed to release the checks when the warrants don't coincide with the board meetings so we don't incur late fees. This would give some flexibility of paying the warrants. Copy of the warrants can be sent out to everyone prior to payments. Discussion of whether a cap of a

certain dollar amount before needing more than one person should occur prior to approving the warrant. Motion made by Linda, seconded by Pam: Two people are needed to approve the Warrants; The President and/or the Financial Officer (or another Board Member if the President or Financial Officer is not available) are needed to approve the warrants for payment if needed when a meeting cannot be held. Maximum cap of \$5,000. Vote was unanimous.

- **Expansion & Renovations Project Update**

- Carpeting in
- Punch List for a walk through waiting on a date
- Jim Turner recommended that the architect(Julia) walk thru first
- Code inspector should be coming – his list will go on the Punch List
- We will need a major cleaning when we have the work done
- Brian will paint and sheetrock
- Then carpet cleaning, dusting, windows cleaned, set up cast iron shelving, etc.
- Rex from FLLS has been here to help with setting up the technology and will return

- **Update from Library Director**

- Circulation Desk Covid protector stained by Sheri Shurtleff – thank you
- **Currently:** we have Curbside Tu - Fri 1-7, Sat. 10-2
- Open with limited occupancy Wed-Fri 4-7
- Limited occupancy due to Covid- 10 people max, including staff
- No more appointments
- **Future:**
- may open only till 8PM
- shift the hours to opening earlier
- Open at 2PM

- Staff now qualifies for Covid vaccinations
- Curbside may continue permanently
- Community Read has been renamed LEAP into Reading- Books for 3rd- 5th grade, crafts to go with books
- READ to Grow a program in conjunction with school and Erin D'Antonio for Birth- 2 year olds in continues.
- Sara needs some Boundaries as to times when she's available. - Sheri and Sara will discuss this. Planning times are needed for Friends, Board President, Board, etc.
- Plan to continue reopening of library with more hours for the Public

- **Update from FoGPL**

Glass tops for the round tables- not putting them on right away, they are much more expensive than

originally thought, ordering paper placemats to use on the round tables instead to help protect the table tops.

- **Next Meeting** - April 8 or April 15?

Motion made by Pam, seconded by Kelly that the next meeting will be April 15th. Vote was unanimous.

Meet at the library in person on April 15th in the large new meeting room.

- **Discussion:** In-person meeting (COVID protocols) in new Library Room?

Start a petition for Monica Dykeman to run for the Board
Kathy Howard and Betty Conger are running for the Board.

- **Adjournment 6:53**

April 27 - Annual Meeting, Tuesday at 7 PM (Budget Vote and Trustee Election)