

Groton Public Library Board of Trustees

Library Mission: To promote literacy by providing a wide range of reading for all ages in many formats and to serve as a center for community information services.

Minutes

**April 15, 2021 Regular Meeting
5:30 p.m. at the Library via Zoom**

Meeting called to order by Sheri Shurtleff at 5:30.

- Adoption of Agenda** by Sheri Shurtleff stands as submitted

- Roll Call by Secretary Jennifer Morey:** All Present: Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale, Chris Williams, Monica Dykeman –attended late, Kathy Howard and Betty Conger- guest

- Approval of Minutes** from March 11, 2021; Approved
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- Approval to Pay Warrants**
Total Warrant for GPL = \$39,371.50
 - Knapp Electric
 - \$3,956.01 - Renovation
 - \$5,139.70 - Addition
 - Petcosky & Sons
 - \$1,079.43 - Renovation
 - \$4,361.29 - Addition
 - James and Son
 - \$7,857.00 - Renovation
 - \$9,310.00 - Addition
 - James Turner \$1,500 - Renovation
 - HKK&A -\$1,212.11 – Renovation
 -Motion to pay the warrants by Sherri Shurtleff, 2nded by Pam Vitale, all Approved.

- Personnel Action** - Information Aide Probationary Appointment
Luke Lauchle started April 4, 2021 at \$14.85/hr. probationary for 6 months. A motion to approve was made by Pam Vitale, seconded by Kelly Smith. All Approved.

- Payroll Protection Plan Loan 2020**

We had 24 months to spend the \$34,300 on eligible payroll expenses, which we did. Through the federal guidelines, the entire amount was forgiven, and Sheri completed the final paperwork for First National Bank of Groton in March.

❑ **2021-2022 Budget and Tax Levy**

Sheri stated that we have a tax cap limit of \$6,819, a 3.4% increase from last year. We did not increase the tax levy for the 2020-2021 fiscal year, so the levy remained at \$198,255 for two years. The Board discussed last month and decided not to exceed the tax cap this year. Sheri proposed that we set the proposed tax levy at \$205,074 to support a budget increase of \$6,819 to \$295,467. This only includes our operating budget and not capital expenditures. The proposed levy and budget increase will be submitted for public vote on April 27, 2021 at the Annual Meeting. The budget vote and election of trustees will be held in the front area of the library, following established safety guidelines.

Chris Williams made a motion to accept this, Kelly Smith seconded, All Approved.

❑ **Expansion & Renovations Project Update**

We received our CO (Certificate of Occupancy). The back steps, landing, and walk way were installed. Movers moved the refrigerator, freezer, and cabinet to the pantry. Now that the appliances are moved Brian Dates can start on working in the room behind the circulation desk to paint and repair the walls. Sara has scheduled Rex and Eric from FLLS to move the electronics. We can start moving into the kids' room. We need to start moving furniture around. Ryan is supposed to talk to Jim Turner about the materials that the contractors have left behind as to what we need to keep, what needs to be upstairs, and what can go downstairs. We might ask Brian to touch up a few things in other areas if necessary.

❑ **Update from Library Director**

❑ **Bullet Aid**

- o Sara sent the grants to everyone that we received. Also, we received a grant for a sound system,
 - a tent, and a light ring.
- o Sara just submitted a grant to pay two youth workers for the summer.
- o Sara shared an Immersion Reality book with the Board.
- o Possibility of requesting funding from our Assemblywoman and or Senator.
- o Looking at repairing or replacing the roof over Sara's office in the next 2-3 years. Need to do a temporary repair in the meantime. Sherri will contact someone that Jim Turner recommended.
- o Looking into painting the front reading room once we restore our fund balance.

- o Summer reading sign up at the Park this summer. We'll host Dan the Snakeman and hold Groton Con at the Park.
- o Kids will have to come into the Library to Adopt a stuffed animal to read to this summer.
- o Voting for the Budget and new Board Members will be held from 7:30-8PM on April 27, 2021.

❑ **Update from FoGPL**

- o Sue said the annual meeting for the friends is the 22nd of April.
- o Approved \$300 for the summer reading program.
- o They wanted to know about the landscaping around the outside.
- o Three tables in the reading room are done. When the 4th is done they are going to take up the children's table.
- o Lamps are being stored.

❑ **Adjournment** at 6:11 PM.

. Budget Vote and Trustee Election

April 27 - Annual Meeting, Tuesday at 7 PM. Voting is from 7:30- 8PM here at the Library.

Minutes respectfully submitted by: Patricia Berry