

Groton Public Library
Board of Trustees Meeting Minutes
June 10, 2021 at 5:30 pm in the Library Large Meeting Room

- ❑ **Adoption of Agenda** stands approved as submitted.
- ❑ **Roll Call by Secretary:** Roll Call by President Sheri Shurtleff Pam Vitale, Kelly Smith, Sheri Shurtleff, Linda Nobles, Chris is excused. Guests - Betty Conger and Kathy Howard. Jenn Morey arrived at 5:37PM, Monica Dykeman arrived at 6:05PM
- ❑ **Approval of Minutes from May Meeting:** Motion made by Pam Vitale, seconded by Jenn Morey, all approved.
- ❑ **Approval to Pay Warrants:**

Linda Nobles made a motion to approve, Pam Vitale seconded, all approved.

Total Warrant for GPL = \$12,387.13

Knapp = \$2,061.25 Addition

\$2,586.65 Renovation

Jim Turner = \$500 Renovation
- ❑ **Slate of Officers for 2021-2022**

A discussion was held to have everyone think about what position they would like to be nominated for in the July reorganizational meeting. Linda Nobles may be willing to continue as financial officer, if Chris Williams does not want the role of treasurer. The other positions to be filled will be President, Building and Grounds, Vice President, and Secretary. Kelly Smith is possibly interested in Building and Grounds. The requirements of Secretary are as follows: review board minutes and make corrections, it is possible that other duties may follow upon reviewing the Board job descriptions.

The Strategic Plan needs to be in place by the end of the year. Possibly Betty Conger and Kathy Howard would be willing to help with this plan, community members and FoGPL are needed to complete this plan as well.
- ❑ **Expansion & Renovations Project Update**

Approved Warrant included the final payment (with retainage) due to Knapp Electric

Have received the final billing from Petcosky for the plumbing contract to be paid next month

Jim Alibrandi (the general contractor) has been here working on the Punch List items and has had a landscaper plant the rain garden.

Bathroom heaters can not be turned on and off without taking the face covers off along with the heaters in the Children's Room. Still waiting on a solution for this.
- ❑ **Status of Prime Contracts**

General Contractor- Labor Dept. has stopped the final payments while they investigate payment of prevailing wage rates. We still owe approximately \$33,000.

Status of Moving into New Space and Resettling

Volunteers have been incredible. A man who provides a trash and junk hauling service came and took a significant amount of trash and junk from the basement and the side entry area. Thank you to Sue and Carl Haynes for arranging and funding this service. We may hire him again in the near future as we continue to clean out.

Location of the collection: Reach out to Mike Holl to help us lay out the front of the library.

Research some type of closing cabinets for the back room to house the DVD collection.

Update on Roof Replacement (1980's addition)

We didn't need to bid this out and we have signed the contract with JD Ferro and Co. They hope to get the roof done by fall

Plaque Committee Update

Meeting next Thursday at 4:30 , contacted two companies-A&M Graphics (Auburn) and Sign a Rama(Ithaca) Pam Vitale, Gretchen Henry, Pat Gaines, Carl Haynes, Kelly Smith, and Sheri Shurtleff are on the committee.

Change the date for July Meeting to 15th

A motion was made to move the July 8 meeting to July 15th at Sara's request. Monica Dykeman made a motion to change the meeting date, Kelly Smith seconded the motion, all approved.

Update from Library Director

Sara sent the updates out to all of the Board members prior to the meeting.

Covid updates: masks required up front, do we require a mask for all employees that have not been vaccinated. We will require masks for all employees that have not been vaccinated. We may require all employees to be vaccinated in order to work at the library. Technically we can ask people if they've been vaccinated but we can't ask to see their vaccination cards. We will strongly encourage pages to be vaccinated.

Large room will be utilized for the food give away.

Sara needs people to email her with lists of supplies that may be needed for the library yet, kitchen, bathroom, etc. Example: Trash cans for the bathrooms.

Amazon Prime days are the 21st and 22nd of June.

Update from FoGPL

Friends have been here shelving and gardening.

Personnel Action

Resignation - Information Aide last day 6/21/21

Luke Lauchle has resigned effective June 21st. Monica Dykeman made a motion to accept

Pam Vitale seconded the motion, all approved.

Approval of Replacement of Information Aide and Hourly Rate

A motion was made to increase Ryan Black's hourly rate to \$14.45 effective June 1st, 2021. On Sara's recommendation, this is an internal promotion from circulation desk to the office position previously filled by Luke. Monica Dykeman made a motion to approve and Kelly Smith seconded the motion, and the motion was approved unanimously.

Approval of Increasing Clerk Hourly Rate

It was discussed that the hourly rate for clerks should be at least \$13.15/hour effective July 1st. Linda Nobles made a motion to approve, Monica Dykeman seconded the motion, all approved. The board will review hourly rates in December when the minimum wage increase for 2022 is known.

There is a new hire for the front desk clerk, they will start at \$13.15 per hour. Aaron Hill was rehired for the position. Starting June 21st. Pam Vitale made a motion to approve, Monica Dykeman seconded the motion, all approved.

On a motion duly made and seconded, the Board adjourned to Executive Session at 6:35PM to discuss a personnel issue. The board returned to regular session at 6:45 PM.

On a motion made by Jennifer Morey and seconded by Pam Vitale, the board approved an annual salary increase of 2% for Sara Knobel effective July 1, 2021 for the 2021-2022 fiscal year. Sara's salary will increase from \$52,080 to \$53,122. It is noted that the cost of her individual health insurance benefit is increasing by \$649 for an annual expense of \$11,794.

There being no further business to come before the board, the meeting was adjourned at 7:03 PM.

July 15, Board Meeting - Organizational