

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.

AGENDA

**May 13, 2021 Regular Meeting
5:30 p.m. via Zoom**

- Adoption of Agenda:** by Sheri Shurtleff stands as submitted
- Roll Call by Secretary:** All Present: Sara Knobel, Jennifer Morey, Linda Nobles, Sheri Shurtleff, Kelly Smith, Pam Vitale, Chris Williams, absent- Monica Dykeman, Betty Conger- guest
- Approval of Minutes** from April and Annual Meeting. In the annual meetings minutes Pam Vitale's last name misspelled. Minutes were approved w/ correction to be made.

- Approval to Pay Warrants**

Total Warrant for GPL = \$28,670.65 + \$1,200 (Dates)

- Knapp Electric
 - \$1,805.00 - Renovation
- James and Son
 - \$4,749.00 - Renovation
 - \$15,797.00 - Addition
- SJB \$260.00 – Renovation
- Brian Dates- 2 checks for \$600 a total of \$1,200
- Linda moves that we pay the warrants 2nd by Chris, all approved.

- Personnel Action**

- Salary discussion**

Looking at the rates for the information aides: Will have a recommendation by June. Also, looking at Sara's salary to be ready by July.

- Tax Cap Certification Submitted**

This is a reminder to indicate that the tax cap certification needs to be done at this time of the year. This is just a reminder to do this at this time of year in the future by the board.

- Trustee Terms and Oath of Office**

Betty and Kathy need to see the Groton Town Clerk to take the Oath of Office prior to starting their terms in July.

Discussion followed on terms of office. It has been worked that in the past only 2 board members go off in any given year. This has become slightly askew, but can be fixed by Monica Dykeman requesting to have her term shortened to a 4-year term. She would go off the board in 2025. Then Betty Conger and Kathy Howard's terms will be up in 2026. A motion was made by Pam Vitale that Monica's term be shortened to 4 years. 2nd by Kelly. All approved.

❑ Expansion & Renovations Project Update

❑ Painting Update-

- o Brian Dates has filled in the doorway in the room behind the circulation desk and has painted the ceiling. There is a spot in the ceiling that Brian will have to come back and fix due to the ceiling being wet from the leak in the roof. There are a couple of spots in the base board that still need to be fixed. He needs the cast iron shelving moved in order to paint the walls. Brian will contact Sheri.
- o Sara- please reach out to the carpet cleaner so it can be done.
- o Labor department- needed all labor contracts, etc. He got Jim's Turner's photos and records. Sara handled the rest of what they needed.
- o There are electric heaters in the bathrooms and kids room without the capability to turn on and off. They will all be fixed. A company rep came and will come up with a solution for us.

❑ Status of Moving into New Space and Resettling

- o Pat and Sara have moved into their new offices.
- o Pat putting shelving up in children's room.
- o We need volunteers to put together and move shelving, deep clean the kitchen and shelving.
- o We won't be ready by June 1st, but bathrooms will be ready for the public.
- o May need to keep doors locked to the addition until we are ready for the public.
- o The plan is to have everything ready by Summer Reading on July 1st.
- o Priority right now is the Children's room, adult collection room and bathrooms.
- o Need to dismantle the old temporary office space up front.
- o Need to get a dumpster for the month of June to help with cleaning out.
- o Volunteers are needed.

❑ Roof Repair/Replacement (1980's addition)

Quote for a new roof was \$23,164 by JD Ferrell. There is money left over in the expansion budget we could do it as a change order. There will be a fee for Jim Turner and Julia for their extra services. Sara needs to submit an amendment order to the state.

Motion to approve seeking another change order to replace the roof made by Chris Williams, 2nd by Linda. Motion approved.

☐ **Update from Library Director**

☐ **Bullet Aid**

- Sara has sent a letter of request to Anna Kelles for \$20,000 to repoint all the brick work. Within the next couple of years, the brick work will be considered dangerous with the possibility of bricks falling out.
- Sara also sent a smaller request to have the ramp railings repainted.

☐ **Grants**

- Summer reading restorative Grant from FLLS for the adult summer reading program was approved.
- Sara is still waiting to hear about the grant on hiring youth for the summer reading program

☐ **Reopening Hours**

June- Mondays open 4-7, Tues-Friday 12-7, Sat. 10-2

Anita will do Monday evenings for the month of June

Gretchen will return in July.

☐ **Update from FoGPL**

- We need to reactivate the committee for the recognition plaque
- Grand reopening?? Dates?? September?? Need some ideas for what we do. Invite guests- bigger donors, etc. possibly 2 different events?? Who would be interested in taking the lead on this? Work with the Friends of the GPL.
- Sheri needs the info on the number of donors and names- Gretchen has this info recorded
- Need to start up a new committee for the plaque and grand reopening
-

☐ **Adjournment** at: 6:16PM

June 10, Board Meeting In-person at Library's new community room

Minutes respectfully submitted by: Pat Berry