

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.

October 14, 2021 - Minutes

4:30 PM - Google Training for Trustees - Presented by Aaron Hill

Conflict of Interest - Signed statements returned by six trustees

Meeting called to order at 5:37

- **Adoption of Agenda:**

As Presented with the addition of an acceptance of a piece of art work as a donation.

- **Roll Call of Trustees and Others**

- Sheri Shurtleff- present
- Monica Dykeman- excused
- Linda Nobles- present
- Kelly Smith- present
- Chris Williams -present
- Betty Conger- present
- Kathy Howard- present
- Sara Knobel - Library Executive
- Pat Berry - recording secretary

- **Approval of Minutes** from September 9, 2021 Meeting

As Presented: Betty Conger moves they be accepted as presented, Kathy Howard seconds, all approved.

- **Approval to Pay Warrant** dated 10-7-21 \$8,103.02

Motion by: Chris Williams Second by: Kelly Smith Vote: all in favor
A payment for new patio by side door is in the warrants

- **Personnel Report:**

When Aaron Hill left us at the time of COVID, he left with his pay being \$14.45, when he was rehired he was originally supposed to be at \$13.15 as he was hired as a front desk staff and not as an office worker. However, Aaron has been being paid as Information Aide since he was reinstated with the library at the higher rate of \$14.45. Therefore, technically he has been overpaid during the months of July and August. Sheri brought up discussion on this issue and thought he should remain at the higher pay. A motion was made by Betty Conger that we leave Aaron's pay at \$14.45 and that we have a committee make a compensation recommendation for January of 2022, this was seconded by Chris Williams. All were in favor of this motion. Gretchen Henry's and Ryan Black's paychecks have been incorrect during the months of June, July and August. They were being underpaid, this will be corrected in October as well.

According to Chris Williams *NYS requires a form for when employees are a new hire or for when they receive a reduction in salary. This should be kept in their personnel file and one copy given to the employee. Chris Williams will get a copy of this form for us.

- **990 Form** - Due Date 11/15/21, must be filed electronically this year - File for Extension

Sheri will file for a six month extension. It will now be done by May 15, 2022. Sheri will be doing it this year. We may want to consider having to hire it to be done in the future.

- **January 1, 2022 Wage Increases** - Need Committee to review and make recommendations for compensation schedule.

Betty Conger, Sheri Shurtleff, Linda Nobles, and Sara Knobel will be on the committee. Betty will email the other members of possible dates for the meeting. Sara will let the committee know everyone's title, approximate hours they work, pay scale, etc.

- **Update on Plan for New Technology with Potential Donation**

Aaron Hill, Ryan Black, Aidan Babcock, and Penny Carpenter had developed a technology plan for consideration by a possible donor. There is no new information at this time about this donation.

- **Update from Library Executive - Sara Knobel**

Sara reported on the gift of a painting by Mario Venturini (former Groton Art Teacher) from Janet Watkins. Kelly Smith moved to accept the donation of the painting. Kathy Howard seconded the motion. All approved.

We've been chipping away at putting the rest of the collection up from the basement. Teen room is shaping up. We're cleaning out the storage closet in the great room. Barry Siebe is working on the windows, coffee table, and a bench located in the great room. We will begin to weed the collection this winter to create more room.

There were two incidents in the library:

First Incident: two teens were taking apart one of the public computers. One was banned for 30 days from the library and the other teen has been banned for 6 months.

Second incident: A woman came into the library without a mask and with a baby in her arms. She was asked to wear a mask upon entering the library and refused to do so. She wanted to make a formal complaint so Aaron sent her to Sara's office. She complained that we were infringing upon her rights. We didn't give her a form, due to not being able to locate it. The woman called Sara and Aaron Nazis, Facists, and equated them to Hitler and WWII. Sara gave her Sheri's email to address the situation, but the woman has not yet emailed Sheri.

Cooking classes have been going well. This Saturday is the last class. It will be how to make Fire Cider.

We have scheduled the next Community Meal for mid December. Josh Dwyer is lined up to play the guitar during this meal. We will likely only do take-out dinners with no dine in.

Tina Snyder will do cooking classes on Tuesdays for an after-school program with Aidan. A

Community Member will be volunteering to help Aidan out with the technology end of his program. We need to check with Jennifer Jones to do background checks on volunteers.

We will be having a small staff party here at the library on October 26. We will be closing 2 hours early that evening.

Sara would like to take some of the money from the Borg Warner donation and use it for Gaming Computers as well as iPads. Sheri suggested that Sara could order some iPads now and provide a plan with costs to the Board for the gaming computers before placing an order for them. The Board agreed that they want to see a plan, including all costs, before approving the purchase of gaming computers and accessories.

Sara passed out the Service Plan Draft to the Board to look at for the next meeting to discuss.

- **Buildings & Grounds Update (if any) - Kelly Smith**
Kelly Smith will create a list of artwork, etc. in the future.

- **FoGPL Update (if any) - Kathy Howard**

Sue Haynes will be doing a few plantings this fall. A new butterfly bush, a hydrangea, and a peony will be added to the gardens. They would like to do a history of the lamp and furniture documentation in the library. A question was raised of if they would be willing to do a small bio of Mario Venturini as he painted our new piece of artwork recently donated.

The notecards that we made for the people who donated to the expansion, will be on sale at Brittany Station and possibly be for sale here at the library. The joint venture of the Board and Friends program of a plaque for recognition to those who've donated to the addition is well under way. It is hoped that it will be up by November in the Great Room.

- **Reminder:** Two Board Vacancies on 6/30/2022 - New Trustee candidates will be needed. Chris Williams and Sheri Shurtleff will be off at the end of June 2022.

- **Adjournment:** 6:50

Next Meeting: November 11, 2021

Submitted by:
Pat Berry
Recording secretary