

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

March 10, 2022 Regular Meeting - 5:30 p.m.via Zoom

- **Adoption of Agenda**

First -Betty Conger seconded by Kathy Howard with the addition of the next meeting will be held on April 14th at 5:30PM

- **Roll Call of Trustees and Others**

- Sheri Shurtleff- present
- Monica Dykeman- excused
- Kelly Smith-present
- Chris Williams -present
- Betty Conger - present
- Kathy Howard - present
- Sara Knobel - Library Executive - excused
- Pat Berry - Recording Secretary

- **Introduction of Guests/Potential Trustee Candidates** – Introduction of: Mary Meeker, Cathy Klimaszewski, and Betty Yaichuk

- **Approval of Minutes from February 10, 2022 Meeting:** Motion made by Betty Conger to approve the February 10, 2022 Board Minutes, Seconded by Kathy Howard. All approved.

- **Approval to Pay Warrant:**

Discussion: A large payment was made to Sara, due to the last order of computer equipment that was above our credit card limit. Therefore, Sara put the rest of the amount on her own credit card and then was reimbursed for it.

Sheri Shurtleff made a motion to approve the warrant in the amount of \$12,824.41, Chris Williams seconded it. All approved.

- **COVID Precautions** - Approval of Mask Mandate Relief

Both state and county have now dropped the mask mandate. Sheri Shurtleff recommends that we drop the mask mandate and that we make it optional to wear masks in the library. Discussion followed.

Kathy Howard made a motion to drop the mask mandate effective as of tomorrow. Masks are now on a voluntary basis within the library. A second was made by Chris Williams. All approved.

- **2022-2023 Budget Proposal Discussion**

Sara's input was to make sure that we include staff salary increases.

- **NYS Tax Cap Discussion**

We are limited with the state tax cap of approximately 2%. Our limit is 2.7% this year to raise our budget in order to keep within the allowable limit to raise our budget for the state cap tax levy. We will exceed our salary line and some of our benefits this current year. We did get two different grants that offset this, but it doesn't show up in the way our reports come from the school. Our taxes are collected when the school taxes are collected. We need a 60% board approval to go above the tax limit, then we have to take it to the taxpayers.

We have been unable to get reports on a regular basis due to turnover in the school's district office. This year we will exceed our budget by about \$8,000. Health care costs and salaries are increasing. There was some discussion about tax payers starting to pay more and more due to inflation, therefore the possibility that the public won't like the increase. Betty makes a motion to let Sheri go over the tax cap if there are no other ways to trim the budget. A consensus was taken that we go over the tax levy limit if there is no other way to create a legitimate budget. Betty Conger made the resolution that we will exceed the tax cap limit this year. Seconded by Kathy Howard. All approved.

Capital Project Expense Update

Capital expenses - our operating fund is the expansion part of the report. Sheri Shurtleff shared her spreadsheet of the project. State gave us \$125,000 and we came up with \$125,000 for the first construction grant. In the second grant we were able to get a 75% state contribution/25% our contribution to the funding as opposed to the normal 50/50 contribution.

Our expenditures started in 2019. Soft costs, etc. are all included in the spreadsheet. That Sheri shared with the Board. See spreadsheet. We've pretty much spent all of our budget to date. Sara will be asked to set up files in the shared google drive of all of this. Deadlines on grants that we need to meet: Our first grant was due June 30th, 2021. Grant number 2 dead line is ?

- **Personnel Report** - none
- **Update from Library Executive** - Sara Knobel
Sara was excused from the meeting so there was no report this month.
- **Annual Report Update** - This report is done and has been submitted to FLLS.
- **Buildings & Grounds Update** (if any) - Kelly Smith - Kelly will be following up with Sara on the bathroom heating issues in order to release the checks to the contractors.
- **FoGPL Update** (if any) - Kathy Howard no updates from the FoGPL.
- **Discussion:**
 - ✓ The Southern Tier Foodbank currently brings food to St. Anthony's church; however, this program is being discontinued, partially due to the number of other places in Groton that distribute food. The Food Bank has made the decision to discontinue this.
 - ✓ Our Guests/Potential Board Members had a discussion with the current Board about what is required of new Board members. What is required of them? How do the petitions need to be handled? The potential Board members need to get 25 signatures on their petitions. Then they have to have them here before the 26th so that they can be turned into the school.
 - ✓ Betty Conger and Kathy Howard have yet to receive a copy of the NYS Board of Trustees handbook.
 - ✓ Sheri Shurtleff brought up one point as to whether we should continue to have our accounting done by the school or should we look at other possibilities. Especially in light of the fact that the school has been unable to provide the reports we need for the last 3 months. It will be a hard task for the new Financial manager at the school to catch up with all of it. The Board needs to research the way other libraries that are school based do their accounting
- **Adjournment** - Betty moved to adjourn at 6:31PM Seconded by Kathy Howard.

Next Meeting: April 14, 2022

March 7 - Legal notice to Lisa W at School with trustee vacancies and meeting date

March 25, Friday the petitions are due to Lisa W at School April 18 - Budget made public

April 26, Tuesday - Annual Meeting, Budget Vote & Trustee Election at 7 PM

Vacancies: Sheri Shurtleff - 5 year term, Chris Williams - 5 year term, Linda Nobles - 2 year term