

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

May 12, 2022 Regular Meeting - 5:30 p.m. in Library Great Room

Called to order-5:36

- Adoption of Agenda: Betty Conger made a motion to approve the minutes, Kathy Howard seconded, so moved.

- Roll Call of Trustees and Others
 - Sheri Shurtleff-present
 - Monica Dykeman-excused
 - Kelly Smith-present
 - Chris Williams-excused
 - Betty Conger-present
 - Kathy Howard-present
 - Sara Knobel - Library Executive-present
 - Pat Berry - Recording Secretary-present

- Approval of Minutes from April 14 and April 26, 2022 Meetings
 - April 14, 2022 minutes - Kathy Howard made a motion to approve, Kelly Smith seconded, so moved.

 - Annual meeting - Change the name of Caroline to Marilyn. Betty Conger made a motion to accept the minutes with the change, Kelly Smith seconded. So moved.

- Approval to Pay Warrant in the amount of \$7,781.75
 - Sheri Shurtleff made a motion to approve the warrant, Kathy Howard seconded, so moved.
 - We have just received our 2nd quarter Tompkins County check.

- Tax Levy Report Filed with New York State
 - Information only - Once the board decides to exceed the tax limit a report to the State needs to be filed

- Personnel Report -
 - Dana Jacob's letter of resignation - Sheri Shurtleff made a motion that we accept his resignation with regret, Betty Conger seconded it. So moved.
 - Dana has more vacation hours than our policy allows. Discussion of the policy was held. Sara Knobel has requested that we go beyond our policy to pay Dana the extra hours. Sheri Shurtleff made a motion to stay within our policy, Betty Conger seconded. So moved.

- Extension Request for NYS Library Construction Grant #2
 - Sara requested a one year extension to file this report and it was granted. Sheri Shurtleff recommends that the sooner this is done the better. Sara requested reports from Sheri that are necessary for the report. It was recommended that a Progress Report be made to the Board. It will stay on the agenda and a report will be made monthly by Sara.
 - A discussion of how we get budget reports from the School when things are running smoothly in the School District's Office. Things should be resolved at the school by the end of June as they need to close out their books by then.

- Bulk buy computers

Staff and public computers are bought by FLLS in a bulk buy. Sara recommends that we purchase 2 all in one computers for the public and one Touch Screen for the circulation desk. The one at the Circulation desk could become a public computer. Betty Conger made a motion to approve Kelly Smith seconded. So moved.

Chrome boxes will be ordered at a later date if we want to order them as they are not involved with the FLLS Bulk Buy.

Update from Library Executive - Sara Knobel

No written report but she talked about the grants received that total over \$26,000 and upcoming programming including summer reading.

Buildings & Grounds Update (if any) - Kelly Smith

Kelly sent a recommendation for a table for the patio to Sara Knobel. It was somewhat expensive, and too small. We need to continue the research. The FoGPL need to be included in the process.

FoGPL Update (if any) - Kathy Howard

- Fence Removal Discussion - An idea was presented for discussion and no action was taken at this time. The fence belongs to Lee Shurtleff. Discussion will continue at a later date.
- A name was left off and another name misspelled on the Wall of Recognition Plaque - it is being looked into how to fix the problem.

- Reorganizational meeting is scheduled for the 2nd week of July, we may need to reschedule the meeting due to people not being able to attend. The first week in July does not work for Betty Yaichuk. Need to decide by the next meeting when this meeting will be held.

Adjournment - 7:15PM

Next Meeting: June 9, 2022