

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

**August 11, 2022 Regular Meeting
5:30 PM via Zoom and in person**

- Called to Order by President at 5:41 PM
- Introduction of Guests - none

Adoption of Agenda

Discussion: As NYS law does not allow there to be co-presidents on a Library Board of Trustees, Kathy Howard has accepted the position of President.

- Need to add a discussion about the filing of Form 990; see below

Monica Dykeman made a motion to approve the amended agenda; Cathy Klimaszewski seconded the motion; so moved.

Roll Call of Trustees and Others, by President

- Kathy Howard - here via Zoom
- Monica Dykeman - here
- Kelly Smith - here
- Cathy Klimaszewski - here
- Betty Conger - here
- Mary Meeker - here
- Betty Yaichuk - here
- Sara Knobel - here via Zoom
- Pat Berry - absent excused

Approval of Minutes from July 7, 2022 meeting

- No discussion
- Betty Conger made a motion to approve the minutes, Kelly Smith seconded, so moved.

Approval to pay warrant in the amount of \$8,379.52

- Finance Officer Betty Conger reviewed the warrant, all is in order
- Betty Conger made a motion to approve the payment of the warrant; Monica Dykeman seconded; so moved.

Trustee Training 2023

- Discussion: Several board members(Betty Y, Betty C, Cathy K, Kelly S, Mary M, and Kathy H) completed an hour of Trustee training delivered by Sarah Glogowski on this date from 4:30PM until 5:30PM. Beginning January of 2023, each Trustee is required to complete 2 hours of professional training. Such training can be in person, online, or archived material. Sarah G. will assist in suggesting training opportunities. Library

Director will track hours. Monica D suggested that different Trustees might want to complete trainings in different areas and share with the Board.

Oath of Office for New Trustees - Betty Y - completed

Sexual Harassment addition to Personnel policy

- No discussion; Sara K will track
- Mary Meeker made a motion to add Sexual Harassment portion to the Personnel Policy; Monica Dykeman seconded; so moved.

Personnel Report

- Nothing to report

Additional Agenda Item re: Form 990

- Discussion: should we hire someone to complete the form? Get guidance from former president? Check with school? This form needs to be completed by November; since we have a bit of time to figure out a direction, Monica and Betty C volunteered to do some research. We will put it on the September 2022 agenda.

Long Range Plan

- Cathy K and Betty Y have volunteered to be on a focus committee re: the Long Range Plan. Can revisit at September meeting. In the meantime, Sara will send documents to Trustees electronically re: how this was managed in the past.

Update from Library Executive - Sara Knobel - no update

Buildings and Grounds update from Kelly Smith - no update

FoGPL Update from Kathy Howard - no update

Executive Session re: Compensation - Tabled until a later date when all members can be physically present. Betty C will ask former President Sheri S if she is willing to meet with Trustees regarding finances.

Period for Public Comment

Next Meeting - September 8, 2022 at 5:30 PM

Adjournment 6:01PM Motion made to adjourn by Betty Conger; seconded by Cathy Klimaszewski; so moved.

Minutes respectfully submitted by Board of Trustees Secretary, Mary Meeker, in the absence of Recording Secretary Pat Berry.