

## **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, July 13, 2023 Reorganization and Regular Meeting, 5:30PM, in Library**

**Call to order by Temporary Chairperson Sara Knobel, at 5:38PM**

**Guest attending meeting: Sarah Glogowski, Director of the Finger Lakes Library System (FLLS)**

**Joan Donovan, Trustee, attending via Zoom from 35 Pond View Ave, Boston MA**

### **Presentation by Sarah G:**

Sarah characterized tonight's presentation as 'Trustee 101' – an introduction to being a trustee of GPL for new and continuing members. The content of the presentation is largely contained in the *Handbook for Library Trustees of New York State*, which all members have a copy of. Sarah covered the following topics:

- Types and creation of libraries in NYS
- Role of the FLLS in the operation of our library
- Charters and bylaws
- Definition of trustee and duties of trustees (see page 16 in current *Handbook*)
- Responsibilities of trustees in regard to policies, financial statements, day-to-day library operation/organizational chart, familiarity with programming and staff, etc.
- Minimum standards for libraries in NYS

Sarah has offered to come whenever needed for further training. We will have her return to an upcoming meeting to cover Open Meeting laws and how to run a Board meeting. We look forward to any guidance she can give to us in these areas.

### **Reorganization Meeting**

#### **Election of Officers:**

President, Kathy Howard  
Vice President, Cathy Klimaszewski  
Finance Officer, Betty Conger  
Secretary, Mary Meeker

**All were in favor; these appointments passed unanimously.**

#### **Other appointments:**

Treasurer: Mara Mitchell, Groton Central School District Treasurer  
Buildings and Grounds Liaison: Brendan Komala  
Friends of the GPL Liaison: Kathy Howard

**All were in favor; these appointments passed unanimously.**

#### **2023-2024 Meeting dates and times**

A motion to change the meeting time in our by-laws to the *second Thursday of each month at 6PM* was made by Cathy K., and was seconded by Betty C. All were in favor; the motion passed.

**Betty C. moved to close the reorganizational meeting at 6:55PM and to move to an open meeting. Mary M seconded the motion. All were in favor; the motion passed.**

### **Adoption of Agenda**

Mary M made a motion to add the following item to the agenda: decision making about which new trustee appointees serve which open terms. Betty C. seconded the motion; all were in favor and the motion passed.

### **Roll Call of Trustees and others by President:**

Kathy Howard, president: present	Betty Conger, finance officer: present
Cathy Klimaszewski, VP: present	Mary Meeker, secretary: present
Joan Donovan: present via zoom	Kelly Kitchin: present
Brendan Komala: present	Sara Knobel: present

### **Nomination and appointment of recording secretary**

Motion was made by Mary M to table this appointment until a future meeting. This was seconded by Kelly K; all were in favor and the motion passed.

Discussion: Previously, our recording secretary was Pat Berry, who is now working only 5 hours per week; a replacement has been hired. We felt that the new hire, Liz Honis, may need some time to settle in before we consider the appropriateness of her filling the role of recording secretary that Pat previously filled.

### **Approval of Minutes from July 8, 2023 meeting**

Motion was made by Cathy K to accept the minutes as presented; Kathy H seconded the motion and all were in favor. The motion passed.

### **Approval to Pay Warrant in the amount of \$12,630.15 (June year-end)**

A motion was made by Betty C. to pay the warrant in the amount of \$12,630.15. Mary M seconded the motion.

Discussion: Betty noted the good news that we have gotten a current budget status report from the school.

All were in favor of the motion; the motion passed unanimously.

### **Trustee business**

Joan Donovan will assume the 1-year opening, with her term expiring 6/30/24  
Brendan Komala will assume the 3-year opening, with his term expiring 6/30/26  
Kelly Kitchin will assume the 5-year opening, with her term expiring 6/30/28

New trustees will need to go to the village office and sign their oaths of office. Sara will compile a list of contact information for all trustees and distribute. All members physically present signed and submitted the required Conflict of Interest statement.

### **Personnel Action**

Job search update: all staff present were introduced to Liz Honis, who started on July 10, 2023. Pat Berry will start her part time position the week of July 17, 2023. In anticipation of the possible departure of one of our front desk information aides, candidates are being interviewed and one candidate stands out. Once we have a resignation and an opening is created, we can move forward with this.

### **Update from Director**

See report. Sara also added that State Senator Lea Webb's office granted us \$2,000, to be used at our discretion. Sara attended an Emergency Preparedness seminar in Dryden that she found very helpful.

### **Buildings and Grounds Update**

Sara reported that recent heavy rains have NOT resulted in any additional leaks. Repairs still need to be done; she will ask Brian Dates for assistance repairing the ceiling in the main room. We need to continue a discussion about a full assessment of needed roof repairs.

### **Joan Donovan left the meeting at 7:27PM**

### **Long Range Planning (LRP) Committee updates from Cathy K.**

Cathy reported that the committee has met and reviewed the current service plan and will use further meetings to create the process to follow in the upcoming months. Yesterday, at a special full Board of Trustees meeting, the group created new mission and vision statements as follows:

***Mission:** The mission of GPL is to cultivate a safe, vibrant community hub where all individuals can access a diverse range of information sources, from books to digital media, fostering knowledge, intellectual curiosity, personal growth, and independent lifelong learning. GPL is committed to nurturing literacy in all its forms by promoting the joy of reading, critical thinking, and the exploration of ideas that lead to transformative journeys of self-discovery.*

***Vision:** The Groton Public Library strives to be a haven of knowledge, information and enjoyment where people of all ages and backgrounds in our community can expand their horizons, enrich their lives, and thrive in an ever-evolving world.*

A motion was made by Betty Conger to accept the newly created mission and vision statements as presented. Mary M. seconded the motion. All were in favor; the motion passed.

These new statements will need to be posted on the website and in all other appropriate locations immediately.

### **Library Policy Review Committee**

Collection Management Policy: Betty C. made a motion to accept the newly developed collections management policy. Cathy K seconded the motion and all were in favor. The motion passed. Sara will update the website to reflect these changes.

Lactation Policy: Betty C made a motion to accept the lactation policy developed by NYS; Kathy H seconded the motion. No discussion ensued; all were in favor and the motion passed. Sara will update the website to add this new policy.

### **Update from Friends of Groton Public Library (FoGPL), Kathy H**

Kathy reported that the FoGPL was able to hire a firm to trim the overgrown pussy willow tree in the east side yard. FoGPL will submit the bill for services rendered to Sara.

### **Executive Session**

A motion was made at 7:58PM by Betty Conger to move into executive session, to discuss the compensation of a particular employee. Cathy K seconded the motion; all were in favor and the motion passed.

At 8:20PM, after no action was taken, a motion was made by Betty C to conclude the executive session and return to the regular session. Cathy K seconded the motion; all were in favor and the motion passed.

### **Further action**

Kelly K made a motion to compensate a future hire for the position of information aide at the same rate as the current information aide. Brendan K seconded the motion; all were in favor and the motion passed.

**Public Comment: none**

**Adjournment at 8:24PM** A motion was made by Betty C to adjourn the meeting at 8:24PM. Cathy K seconded the motion; all were in favor and the motion passed.

**Next meeting of the Board of Trustees will be on August 10, 2023, at 6PM (new time)**

**Next meeting of the Long Range Planning committee will be on Wednesday, August 23, 2023, at 11AM in the library, to further discussion about the LRP process. Sara will invite Heidi Eckerson from FLLS to join us.**

### **Action Items 2023**

Trustee Training: two hours

New Sexual Harassment Training Videos:

<https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>

Oath of Office within 30 days of the start of their term, July 1 2023: Joan, Kelly, Brendan

### **Policy Assignments**

Collection Management - Cathy

Finance - Betty

Facility - Kelly

Long Range Plan - Mary, Cathy, & Joan

Personnel - Kath & Mary