

Groton Public Library Board of Trustees

The mission of the Groton Public Library 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.

Agenda

November 9, 2023 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:02p

- Adoption of Agenda
 - Betty Conger made a motion to accept; Mary Meeker seconded. So moved.

- Roll Call of Trustees and Others

Kath Howard – president, present
Kelly Kitchin – trustee, present
Brendan Komala – bldg grds, present
Cathy Klimaszewski – VP, present

Betty Conger – finance officer, present
Mary Meeker – secretary, present
Joan Donovan – trustee, present
Sara Knobel – library executive, present
Liz Honis – recording secretary, present

Guest – Sue Haynes – Friends of Groton Public Library member

- Approval of Minutes from October 12, 2023 Meeting
 - Mary Meeker approved; Joan Donovan seconded. All in favor. So moved.
- FoGPL Update - Kath Howard
 - Moved to the first order of business.
 - Sue Haynes, president of Friends of GPL, was asked to attend. She gave a brief history of FoL, when it was assembled, various tasks completed, like the garden, items they have purchased, the number of current people in the Friend's group and board and the current fundraising campaign.
 - FoL gifted greeting cards featuring beautiful images of GPL to board members.
 - Trustees replied with appreciation for the work that the Friends do.
- Approval to Pay Warrant \$4,481.58
 - Joan Donovan moved to pay the warrant; Mary Meeker seconded. All in favor. So moved.
- Personnel Report
 - Staffing Update - Nothing at this time.

- Accountant Update
 - Tax Cap 2023
 - Kath Howard attempted to figure out the Tax Cap but had difficulty with the password. She attempted to contact them and was waiting on their return call.
 - Mary Meeker made a motion to assign Sara Knobel the task of the Tax Cap and to complete Tax Cap paperwork. If Sara needs additional help she'll contact Sarah Glogowski at FLLS.
 - Mary Meeker made a motion, Cathy Klimaszewski seconded. All in favor. So moved.
- 990 Extension (due November 15)
 - Submitted today. Celebratory Yays! Waiting on if it'll be accepted.
- Update from Library Executive - Sara Knobel - Attached see report
 - Chatham Creamery yogurt surplus donated, Apples from Marie Busby from Cortland
 - Groton Youth Commission - Betty Conger gave an introduction as to what the GYC is. No staff for some time, but a new person is starting soon. Sara is on the committee. The library liaisons with GYC and Groton Recreation (Becky Koenig) in order to not duplicate events.
 - BuLit – number needs to be added for October.
 - Halloween was well attended, over 400 people came to GPL.
 - R2G – Liz Honis gave a short report about this program.
- Closed Dates & BoT Meetings - board approval
 - Cathy made a motion to approve. Mary Meeker seconded. All in favor. So moved.
- Building & Grounds Update (if any) - Brendan Komala & Sara Knobel
 - Punch List walk through, sign off, and release of funds
 - Brian Dates and Brendan Komala walked through the library with the punch list. Their conclusions are: some is done, some is purely aesthetic and pertinent items are the vent cover on the east side of original portion, and the flashing outside exit door at back of library is missing along with a portion of the concrete under the bricks. Sara Knobel will ask Robert Zimmer who is doing the chimney work about this.
 - Jim Alibrandi emailed Sara Knobel this morning about where we were with the punch list. Brendan will email him, cc Sara Knobel.
- Long Range Planning Committee Update - Cathy Klimaszewski
 - Surveys ready to go. Mary Meeker and Joan Donovan are distributing.
 - Internal (Sara Knobel gather) and external (Mary Meeker gather) reviews/data. Mary Meeker will ask Heidi Eckerson at FLLS about internal/external data needed.
 - Focus groups: 2 done. Going to do FoL and GPL board as well.

- Kelly Kitchin has online survey ready. It will be put on the website, in our newsletter and an Ipad upfront.
- Follow timeline - analyze information, have plan set by annual meeting, share at community gathering in May.
- Library Policy Review Committee - Facility
 - On hold until after long range planning is completed.
- Public Comment - none
- Executive Session - none
- *Adjourned at 7:35p.*
 - Betty Conger made a motion to adjourn; Cathy Klimaszewski seconded. All in favor. So moved.

Next Meeting: December 14, 2023

Vision Statement

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.

Action Items 2023

Trustee Training: two hours - Kelly Kitchin & Brendan Komala are each one hour short

New Sexual Harassment Training Videos: [Sexual Harassment Prevention Model Policy and Training](#)

Oath of Office within 30 days of the start of their term, July 1 2023

Policy Assignments

DONE Collection Management - Cathy Klimaszewski

Finance - Betty Conger, Sara Knobel

Facility - Kath Howard, Joan Donovan, Betty Conger, Sara Knobel

Long Range Plan - Mary Meeker, Cathy Klimaszewski, Joan Donovan, Sara Knobel

Personnel - Kath Howard & Mary Meeker

Minutes respectfully submitted by Elizabeth Honis

Next Meeting on December 14, 2023