

## **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.

December 14 2023 Regular Meeting - 6:00 p.m. in Library Draft Minutes

*Meeting called to order at 6:04p*

Adoption of Agenda: Betty Conger motioned to accept. Cathy Klimaszewski seconded.

Roll Call of Trustees and Others

Kathy Howard - president, present

Kelly Kitchin - trustee, present

Brendan Komala - building grounds, present

Cathy Klimaszewski - vice president, present

Betty Conger - finance officer, present

Mary Meeker - secretary, present

Joan Donovan - trustee, present

Sara Knobel - library executive, excused

Liz Honis - recording secretary, present

Guest: Nancy Dailey; invited.

Approval of Minutes from November 9 2023 Meeting: Cathy Klimaszewski motion to approve minutes. Kelly Kitchin seconded.

Approval to Pay Warrant \$: Betty Conger approved, Mary Meeker seconded. All in favor. So moved.

Nancy Dailey asked for clarification.

Personnel Report

Staffing Update: None, Sara Knobel is not present.

Accountant Update

Tax Cap: Get Sara Knobel's input, as she is not present to give it.

990 Extension (due November 15): it was accepted.

Update from Library Executive - Sara Knobel - See report

Discussion about skis started by Cathy Klimazewski. Where would the skis be stored? How many? At least a dozen pairs, according to Betty Conger.

The update on the survey results is appreciated. As is the breakdown of the door count and program attendance.

Further discussion about services used at GPL

The only data missing from results are the paper surveys. Surveys anticipated to be picked up next week, however, given Linda Compotillo's upcoming article about Groton Public Library's long range planning, folks might wait until the end of the month before picking up the surveys. (article could provide link to survey, ask if that can be included)

Discussion from Cathy Klimaszewski: Down in grants from 2022. Ask if we didn't get one, was one not available? (Ask Sara Knobel for clarification.)

Building & Grounds Update (if any) - Brendan Komola & Sara Knobel

Punch List walk thru, sign off, & release of funds: Brendan emailed Jim. Plan is to give him a bit more time. Brendan Komola will contact him again. If still no contact with Jim, go to the

contractor and try to close it. When a statement arrives that it is closed, use the funds left over to pay someone else to do what needs to be done. Chimney: will be starting soon.

#### Long Range Planning Committee Update - Cathy Klimaszewski

See Director's report for an update on survey numbers. Extend the survey to the end of the year, same with the online access. Sometime in January bring all the info together to review (Date committee will meet: Wednesday, January 31, 10 a.m.)

Still need some data:

Internal data - get from Sara Knobel.

Demographics - get from Mary Meeker (population, age, income). Kelly Kitchin suggested retrieving from the most recent Census.

Discussion about separating info for village and town. It was suggested to do the area served by the school district.

Discussion about use of 3D printers, cricut, etc. Could we open these up to the community for use?

Library Policy Review Committee - Facility, on-hold

FoGPL Update (if any) - Kathy Howard: \$10,000 in donation. Liz Honis informed attendees that \$1000 came in donations just today, as informed by Sara Knobel.

Public Comment: Everyone turned to Nancy Dailey! Only complaint is that she wasn't told it was green day (numerous board members had green shirts on).

Executive Session: none

Adjournment: Joan Donovan motioned, Betty Conger seconded.

*Meeting adjourned at 6:35p.*

Next Meeting: January 11 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 term, July 1

#### **Policy Assignments**

DONE Collection Management - Cathy Klimaszewski

Finance - Betty Conger, Sara Knobel

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

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

Personnel - Kathy Howard & Mary Meeker