

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.

Minutes

February 8 2024 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:00 p.m.

- ☐ Adoption of Agenda
- ☐ Betty adopted, Cathy seconded

- ☐ Roll Call of Trustees and Others
 - ☐ Kath Howard - president, present
 - ☐ Kelly Kitchin - trustee, present
 - ☐ Brendan Komala - bldg grds, present
 - ☐ Cathy Klimaszewski - vice president, 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: Marianne Calvo

- ☐ Approval of Minutes from January 11 2024 Meeting
 - ☐ Change the following sentence regarding Liz H.: "The board would like to hire her permanently." to "The board would like to appoint her to a permanent position."
 - ☐ Mary M. moved to approve the minutes with the one change. Betty C. seconded. All in favor of approving the minutes, aye.

- ☐ Approval to Pay Warrant \$7362.28
 - ☐ Betty C. has checked it over and moves to approve it. Kelly K. seconds it. All in favor, aye.

- ☐ Guest speaker: Marianne Calvo - reported on library budget material
 - ☐ Going through the accounts was tough at first because library info was new to her, but after asking for various documents from Sara, who had to request them from the school, it gradually came together. Cathy K. asked if Marianne C. could have access to the payroll if that would be helpful - yes. Marianne C. said she'll finish in the next couple weeks, then when she's done she'll hand it over to whomever and teach them how to continue. It was a lot of work getting things together, getting reports, proving things out. Summary sheets are helpful. Cathy K. and Joan D. thought those will be helpful to plan future budgets. Kathy H. suggested setting up a financial committee. There is interest in researching how other school/library combinations within FLLS function.

- ☐ Personnel Report - Nothing to report
- ☐ Accountant Update
 - ☐ NYS Annual report: the portal opened recently so Sara K. can complete the report. A meeting has been set for February 27, Tuesday, 6-6:15 to approve the NYS Annual report, then filed with the FLLS. Liz H. will be excused from taking minutes, Mary M. will take minutes.
- ☐ Update from Library Executive - Sara Knobel - See report
 - ☐ Addition to report: a patron who was lifetime banned in the past has been seen at the library. Sara K. handled it. Joan D. suggested getting deescalation training for the staff. Sara K. to look into training for staff.
 - ☐ There was discussion around the salary comparison offered in the report.
 - ☐ Cathy K. asked if patron numbers have picked up after COVID. Yes, definitely.
 - ☐ Addition: Groton Public Library will receive a wall mounted Narcan dispenser. The first in the area.
 - ☐ Homebound program: we have two patrons signed up and funding to continue
- ☐ Building & Grounds Update (if any) - Brendan Komola & Sara Knobel
 - ☐ Chimney: West side chimney is done. They took down about 7 feet. They'll start on the East side soon.
 - ☐ Punch List walk thru, sign off, & release of funds. Jim came a couple weeks ago. He will come in the spring to do work outside the back door landing. That's about the only thing on the checklist for him to complete. Brendan talked with Julia (architect in Syracuse) about coming to do the final walk through.
- ☐ Long Range Planning Committee Update - Cathy Klimaszewski
 - ☐ Met and started reviewing data (surveys online and in town, external data, internal data). Digesting and then going to compile. Next is the SOAR report. Great having Heidi Eckerson participate. Next meeting is the 28th at 12:30.
- ☐ Library Policy Review Committee - Facility on-hold
- ☐ FoGPL Update (if any) - Kath Howard & Sara Knobel
- ☐ Got a big donation from a donor. She would like 5 children's books about women, with a bookplate in each. Sara is handling.
- ☐ Public Comment
- ☐ Executive Session
 - ☐ Movement to go into executive session at 7:19 by Betty C. Joan D. seconded.
 - ☐ Compensation - Mary M. made a motion to give Sara K. a 2% raise retroactive to January 2024. Betty C. seconded. Betty made a motion to return to public session at 7:38. Mary M. seconded it.
 - ☐ Adjournment Joan D. made the motion, Brendan K. seconded. Meeting adjourned at 7:39p

Next Meeting: March 14 2024

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 2024

Trustee Training: two hours - Kelly & Brenda 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

Finance - Betty, Sara

Facility - Kath, Joan, Betty, Sara

Long Range Plan - Mary, Cathy, Joan, Sara

Personnel - Kath & Mary