

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

March 14 2024 Regular Meeting - 6:00 p.m. in Library

Called to order at 6:05p

☐ Adoption of Agenda.

Betty C. moved to adopt the agenda, Kelly K. seconded. All in favor.

☐ Roll Call of Trustees and Others

☐ Kath Howard - Present

☐ Kelly Kitchin - Present

☐ Brendan Komala - Excused

☐ Cathy Klimaszewski - Present

☐ Betty Conger - Present

☐ Mary Meeker - Absent

☐ Joan Donovan - Present (Zoom)
35 Pond View Ave Boston MA

☐ Sara Knobel - Present

☐ Liz Honis - Present

Public: Nancy Dailey

☐ Approval of Minutes from February 8 2024: Board Meeting

Correction: Add the general contractor Jim's last name, which is "Alibrandi".

Correction: Add the architect Julia's last name, which is "Hafftka-Marshall AIA".

Betty C. moved to approve the minutes with these corrections. Kathy H seconded.

☐ Approval of February 27 2024 minutes: Annual Report

Cathy K. moved to approve minutes for the annual budget. Kathy H. seconded.

Approval of February 28 2024 minutes: Long Range Planning Meeting

Cathy K. moved to approve, Kelly K. seconded. All in favor.

☐ Approval to Pay Warrant \$5104.24

Initial warrant for \$4754.24, last minute addition of Perry Ground for \$350, total this month: \$5104.24

Betty C. moved to approve paying the warrant. Kathy H. seconded. All in favor.

☐ Personnel Report

Sara K.: nothing to report

☐ Accountant Update

Need budget and treasurers reports from December 2023 to the present

Gretchen Henry, library clerk, is willing to assist us as a bookkeeper. And work with Sheri Shurtleff, previous board president, to complete GPL's 990 federal tax return.

Discussion pertaining to Cathy K.'s conversation with Susie Gutenberger at Lansing Community Library (LCL) around LCL's financial organizational structure as a way to gain an understanding of our own and how to improve on it.

- ☐ Update from Library Executive - Sara Knobel - See report
- ☐ Building & Grounds Update (if any) - Brendan Komola & Sara Knobel
 - ☐ Punch List walk thru, sign off, & release of funds
 - ☐ Chimney-Robert Zimmer expected to be done Thursday, scaffold should be down Friday. Can't release payment until it's been viewed by a board member. Complications arose because the chimney collapsed unexpectedly and needs to be protected until it can be fixed. Looking to get someone to come look at it. Sara K. to contact Brendan K. about it, then get someone to diagnose and fix it.
- ☐ Long Range Planning Committee Update - Cathy Klimaszewski

Worked on SOAR analysis. LRP notes were discussed. Plan to include five goals and work to consolidate each section. Discussion ensued. Reviewed document. Make a timeline with person-in-charge to enact desired changes.
- ☐ Library Policy Review Committee - Facility on-hold
- ☐ FoGPL Update (if any) - Kath Howard
 - ☐ Regarding the donations for the chimney, extra money left over will be earmarked for buildings/repairs. Share news of recent repairs as a way to inform the community and thank Friends. Recognize the Friends at the annual meeting in April with a tea party. Discuss and plan recognition at April board meeting.
 - ☐ Topic to inform the Friends about: Selling geraniums. They are ordered ahead of time, picked up at a local establishment, money goes to the Friends. In the past, the Rotary Club sold the geraniums, Janet Watkins ran it, she wants to give it up. The library will assist the friends by marketing, etc. Sale is in mid-April, color choices: red, white, pink.
- ☐ Public Comment

Public Comment by Nancy Dailey: The library has a lot to offer to the community, but does the community know about it.
Discussion about providing paper board meeting packets to board members. Majority want a hard copy as well as projected on screen. To be discussed further.
- ☐ Executive Session

Betty C. made a motion to go into executive session. Cathy K. seconded. Board went into executive session at 7:40p.
- ☐ Meeting was adjourned at 7:50p.

Next Meeting: April 11 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

Annual Meeting Dates

March 1, Friday - Tax Cap - Done

March 4, Monday - Legal Notice submitted to School - Done

March 22, Friday - Petitions to School

April 11, Thursday - BOT approve budget

April 15, Monday - Budget made public

April 23 - Annual Meeting