

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

May 9 2024 Regular Meeting - 6:00 p.m. in Library

- ☐ Adoption of Agenda
Betty C. moved, Kelly K. seconded.
- ☐ Roll Call of Trustees and Others
 - ☐ Kath Howard - president, present
 - ☐ Kelly Kitchin - trustee, present
 - ☐ B. Komala - bldg grds, excused
 - ☐ C. Klimaszewski - VP, present
 - ☐ Betty Conger - fin. officer, present
 - ☐ Mary Meeker - secretary, present
 - ☐ Joan Donovan - trustee, excused
 - ☐ Sara Knobel - LD, present
 - ☐ Liz Honis - rec. secretary, present
 - ☐ Guest: Nancy Dailey, present
- ☐ Approval of Minutes from April 11 2024 Meeting
Betty C. moved to approve, Mary M. seconded.
- ☐ Approval to Pay Warrant \$11,382.34
Betty C. moved to approve the warrant. Mary M. seconded.
- ☐ Personnel Report
Nothing to report.
- ☐ Accountant Update
Waiting for current budget reports from the school. Sara will arrange for Marianne Calvo to meet with Gretchen Henry to instruct Gretchen on the library's financial paperwork.
- ☐ Prep for Year End - Kath Howard
Board members should be thinking about what they'd like to do next year, what positions they might like to hold. Voting for officers will occur in July.
Class offered on Budget and Finance Basics through Human Resources of Tompkins County; numerous board members are interested in attending; Sara has signed up.
- ☐ Update from Library Executive - Sara Knobel - See report
A draft booklet of the annual report was shared with the board, well received.
Discussion about Grants awarded.
Successful submission of the 990.
The chimney is nearly done. Discussion of tiles being acquired to finish up the last bit of work that remains.

Discussion of the library's building plans; store them safely so they are available to others down the road. Sara will relocate.

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

☐ Punch List walk thru, sign off, & release of funds

☐ Chimney - Sara Knobel

Gardens look nice!

☐ Long Range Planning Committee Update - Cathy Klimaszewski

Final version completed. Additions were made to "Enhance programs and services" for diverse populations. As well as to "Develop an advocacy plan for GPL".

It was suggested that a key be created for the acronyms that occur throughout the document. The Mission Statement should be written on the document as it reads and was agreed upon by the board. Fix bolded/blue font on page 3, section C.

Remove slash on page 5, by "Jan/2025." Gather the notes and the process of this LRP endeavor and put them in a folder for future LRP efforts.

Mary Meeker to make the changes/corrections.

☐ Library Policy Review Committee - Facility on-hold

Discussion about the Facility Committee, and how to move forward with it and other committees. Cathy will reach out to Joan Donovan with further inquiry.

☐ FoGPL Update (if any) - Kath Howard

Geranium sale is over. Save boxes from the Healthy Tuesday food giveaway to use for the distribution of flowers. People can pick their flowers up at the American Legion on May 15th.

☐ Public Comment

None.

☐ Executive Session - compensation for staff, bookkeeper, etc.

Motion to adjourn to Executive Session at 6:41p. Mary M. made the motion, Betty C. seconded.

Motion made at 7:12p by Betty C., seconded by Mary M., to leave executive session and return to public session. All were in favor.

Motion made by Betty C. and seconded by Mary M., to compensate Gretchen Henry \$30/hour as an independent contractor to complete bookkeeping tasks as requested and directed by the Library Director, effective immediately.

☐ Adjournment

Motion by Cathy K. and seconded Kathy H. to adjourn at 7:15p.

Next Meeting: June 13 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 - Kath has 1.25 hours

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

LRP Reviews

October 10 2024

February 13 2025

June 12 2025