

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

September 12 2024 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:01p

- ☐ Adoption of Agenda
- ☐ 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
 - ☐ Nancy Dailey, present
 - ☐ Mary Meeker - secretary, excused
 - ☐ Sara Knobel - library executive, present
 - ☐ Liz Honis - recording secretary, present
- ☐ Approval of Minutes from August 8 2024 Meeting

Motion made by Cathy K. to approve minutes, Betty C. seconded. All in favor. Aye.
- ☐ Approval to Pay Warrant \$15,718.97

Motion made to approve payment of the warrant by Betty C., seconded by Cathy K. All in favor. Aye.
- ☐ Personnel Report

None
- ☐ Accountant Update

Gretchen H. is willing to come to the October board meeting to give an accountant update; not to occur every month.
Gretchen H. is, among other financial aspects of GPL, keeping up to date on regular library finances so when the 990 comes up submission is smooth.
Meeting in October of the Finance Committee (Betty C. Sara K. Kelly K. and Kathy H.): Wednesday the 9th, 10am, to discuss, among other things, the addition of a community member to the Finance Committee.
- ☐ Update from Library Executive - Sara Knobel - See report

Discussion of temporary employees from the community (Challenge Workforce and Tompkins Workforce).
Discussion of the Ukulele Club.
Press Release with Lea Webb and Anna Kelles: Thursday, September 19 at 2p.m.
Perhaps advertise it in the local newspaper.

The Community Foundation of Tompkins County is doing a Major Donor reception at the Ben Conger. Sara is asked to go to say a couple words about the library. September 24 5-7p.m. Betty C. and Kathy H. will accompany her.

In the trustee newsletter are details of the 66th Annual Meeting on October 18 9:30-1p.m. Sara will register people if you let her know you will attend; attendance qualifies towards required yearly training hours.

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

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

The contractor came to continue work on the punch list.

Cathy K. received communication from Historic preservation society about roof tiles.

☐ Library Policy Review Committee - Facility Review

Betty C. to work on Disaster Plan.

Pertaining to Gift Policy: Cathy K. had looked at Lansing Community Library and communicated with Sarah G. and Heidi E. at FLLS. Suggestions were made, and will be discussed at the next meeting. (Change the Gift Policy to not include a valuation clause in order to protect the library.)

Status of various policies:

Facility use: done; posted.

Gift and Donations: Cathy K.

Bylaws: Mary M.

Disaster plan: Betty C.

Personnel: discussion to ensue

☐ FoGPL Update (if any) - Kath Howard

None.

☐ Public Comment

None.

Info courtesy of Betty C. if you'd like more information: there's a new, good chiropractor in town.

Discussion about numerous buildings and areas within Groton that are getting improvements from the NY Forward Fund monies.

Betty C. moved to go into executive session at 7:12. Kelly K. seconded.

☐ Executive Session

Betty C. made a motion to conclude the executive session at 7:14p. Seconded by Kelly K.. No motions were made.

☐ Adjournment

Meeting adjourned by Betty C. at 7:15p. Nancy D. seconded.

Next Meeting: October 10 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

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