

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.

DRAFT Minutes

March 13 2025 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:03p by Kathy K.

- ☐ Adoption of Agenda Moved to adopt the agenda by Betty C. Seconded by Mary M. All in favor, aye.
- ☐ Roll Call of Trustees and Others
 - ☐ Kath Howard - president, present
 - ☐ Brendan Komala - bldg grds, present
 - ☐ Cathy Klimaszewski - vice president, present
 - ☐ Betty Conger - finance officer, present
 - ☐ Nancy Dailey - trustee, present
 - ☐ Mary Meeker - secretary, present
 - ☐ Sara Knobel - library executive, present
 - ☐ Liz Honis - recording secretary, present
- ☐ Approval of Minutes from February 13 2025 Meeting
Moved to adopt the minutes by Mary M. Seconded by Cathy K. All in favor, aye.
- ☐ Approval to Pay Warrant \$12,286.74
Betty C. moved for approval to pay the warrant. Seconded by Nancy D. All in favor, aye.
- ☐ Personnel Report
Nothing to report.
- ☐ Financial Update
 - ☐ Tax Cap - Sara Knobel: submitted and done.
Clarification about the 990: due May 15th. To be done by Gretchen Henry.
Kathy H. will send Gretchen H. an email to request that she report on it at the April board meeting.
 - ☐ Review Budget - Sara Knobel

Public:
Elizabeth (Liz) Lawrence
Sarah Lubold

Sara K. suggested getting the finance committee together to go over the budget. She will email the committee to schedule a time. There is still work to do on the budget, but it's a good start.

The budget will need to be voted on at the April board meeting, so that it can go out to the public in time for the public vote on it at the Annual Meeting on Tuesday April 22, 2025.

☐ Update from Library Executive - Sara Knobel - See report

Groton Public Library has touched a lot of lives; Sara K. shared a story reflecting that fact. It is certain that there are other stories out there that are similar.

Book recommendation from Sara K.: Hope for cynics: The surprising science of human goodness by Jamil Zaki.

The Fire Dept. is developing a plan that may include a lock box in case of an emergency. Waiting to hear from the GFD..

☐ Update on Food Distribution Programs - Sara Knobel

We are cutting down on size/weight of food delivery.

It was suggested that collaborating with the other food pantry in town could be beneficial for the community.

☐ Contract between Library & NYS Unified Court System

Concern about how secure the location will be for confidential meetings that would need to take place.

Where else has this been carried out?

Get more information, revisit the documents and vote on it at the April board meeting.

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

☐ Construction Grant - There is still money left.

☐ Ceiling Leak in Front Room - Needs to be looked at again. Brian Dates, local repair man, has a theory about what's going on. But having Brendan K. and Brian D. get together to discuss it and investigate would be helpful.

☐ Library Policy Review Committee

Personnel Policy: Sara reached out and got examples of new personnel policies/employee manuals from three other libraries in the system that are in the policy folder. First, review these, then meet as a committee, and then contact Finger Lakes Library System for assistance after we develop a plan. Meeting to take place after discussion/communication amongst the committee members.

Computer Policy (aka Technology Policy): Cathy K. contacted Sarah Glogowski at Finger Lakes Library System to confer about this.

Disaster Plan: Nancy D. said it is about 90% done. Much of it was formatting. Pages 8-11 are witness/disaster forms that are different in different locations online. Needs to be standardized. Put voting on it on April's agenda. Nancy D. will send the policy out to everyone for review prior to April's meeting.

☐ FoGPL Update (if any) - Kath Howard
None

☐ Public Comment

Sarah L. and Liz L. are leading a meeting to introduce Groton Public Library's own seed library catalog! Scheduled for March 20th at 5:30p.

Set up a meeting with Sarah L. and Liz L. so they can become more familiar with the Long Range Plan (which is available on our website).

☐ Executive Session

Motion made to conclude public session at 6:43 by Mary M. Seconded by Betty C. All in favor, aye. The executive session was adjourned at 8:16, to return to the General session. This motion was made by Kathy H. and seconded by Brendan K.

☐ Adjournment

General session was adjourned at 8:17 via a motion made by Mary M. and seconded by Betty C.

Next Meeting: April 10 2025