

## **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**

August 14 2025 Regular Meeting - 5:30 p.m. in Library

Tour of Library at 5:30 p.m.

**Meeting called to order at 6:00pm**

☐ Adoption of Agenda

Nancy D. requested adding Public Comment Policy review to the Library Policy section of the agenda.

Cathy moved to adopt the agenda, Polly seconded the motion. All in favor, aye.

☐ Roll Call of Trustees and Others

Brendan is excused from tonight's meeting. Sarah L. is recording secretary of this meeting.

Guest: (Japanese Professor)

☐ Approval of Minutes from July 10 2025 Meeting

Liz L. moved to approve the minutes as written, Nancy seconded the motion. All in favor, aye.

☐ Approval to Pay Warrant \$7,919.36

Polly moved to pay the warrant, Liz L. seconded the motion. All in favor, aye.

☐ Personnel Report

No report given this month. Discussion to remove this from the agenda unless needed

☐ Accountant Update

Cathy reported that the committee met with Sara and Carlos of FLLS with Nancy to discuss financial planning. Cathy discussed the idea of an audit for a future month and the possibility of staggered CDs, and that FLLS may be able to provide insight into good rate options.

☐ Update from Library Executive - Sara Knobel - See report

Cathy moved to approve Sara's time off request in the report, Sarah L. seconded the motion. All in favor, aye. Sara will add start dates for staff along with their short bios to next month's report.

☐ Building & Grounds Update

Ceiling: Sara discussed the next construction grant upcoming (will not cover repairs) and checking with different sources for ceiling repair. Nancy added that we should get an HVAC professional and a roofing specialist to come and assess needs. By the next

board meeting, Sara will work on arranging for an HVAC contractor to come to assess and write up the findings.

☐ Library Policy Review Committee

☐ Disaster Cathy moved to approve the Policy, Sarah L. seconded the motion. All in favor, aye. Sara will have staff post the updates to the website.

☐ Personnel

☐ Employee Manual

☐ Sexual Harassment

☐ Public Comment (<https://www.tcpl.org/public-comment-policy>) Board Members will independently review these 4 policies for vote and/or review next month.

☐ FoGPL Update (if any)

No report. Liz. L. will meet with Sue Haynes in the coming month.

☐ New Business

Cathy and Polly suggested Board Learning Topics like collection philosophy, learning from staff, financial structure, trainings, and successful programming. Cathy and Polly proposed sessions on Social Media, critical thinking, on collections (what is ordered, what is weeded). Laura will present about her learning of the Library financials in September. Nancy requested and Sara will invite Pat Berry to Zoom in to the October meeting to talk about weeding and ordering children's books. Sara will discuss collection development in November.

Nancy requested a Secretary for the Board. Cathy asked if Sarah L. would serve in that office. Sarah L. accepted the proposal. Laura moved to amend the agenda for the office of Secretary. Liz L. seconded the amendment. All in favor, aye.

Polly motioned to appoint Sarah L. as Secretary and Cathy seconded the motion. All in favor, aye.

Nancy mentioned the slides from Sarah G.'s Trustee Training presentation, FLLS Public Comment Policy and requested reaching out to Sarah G. for those materials. Nancy will reach out to have them hopefully before the next meeting in September.

☐ Public Comment

Visiting professor from Syracuse University asked board members some questions to help her research on trustee roles and board organization.

☐ Adjournment

The meeting was adjourned at 7:46pm after a motion made by Cathy and seconded by Polly. All in favor; aye. Motion passed unanimously.

Next Meeting: September 11, 2025