

## **Groton Public Library Board of Trustees**

### **Mission Statement**

*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.*

### **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.*

## **Minutes**

September 11 2025 Regular Meeting - 6:00 p.m. in Library

**Meeting called to order at 6:01p**

### ☐ Adoption of Agenda

**ACTION STEP:** Amend agenda by adding Kids' Farmers Market after Executive Session.

**ACTION STEP:** Reformat Roll Call to include names and positions of board members.

Motion to adopt the agenda with changes by Liz L. Seconded by Sarah L. All in favor, aye. Approved unanimously.

### ☐ Roll Call of Trustees and Guests

- ☐ Brendan Komala - Building and grounds - excused
- ☐ Cathy Klimiczewski - Trustee - present
- ☐ Laura Watson - Finance officer - present
- ☐ Liz Honis - Recording secretary - present
- ☐ Liz Lawrence - Trustee - present
- ☐ Nancy Dailey - President - present
- ☐ Polly Case-Codner - Vice president - present
- ☐ Sara Knobel - Library executive - excused
- ☐ Sarah Lubold - Secretary - present

Guests - Sarah Glogowski from Finger Lakes Library System

### ☐ Approval of Minutes from August 14 2025 Meeting

Amend the minutes to include the name of the guest who spoke during Public Comment: Dr. Yuriko Nakamura.

Add punctuation between "Disaster" and "Cathy".

Polly C-C. made a motion to approve the minutes with the above amendments.  
Laura W. seconded the motion. All in favor, aye. Approved unanimously.

☐ Approval to Pay Warrant in the amount of \$16,165.92

Cathy K. recommended that the board pay the warrant. Laura W. seconded the motion. All in favor, aye. Approved unanimously.

☐ Finance Update

Monthly reports have been received from the treasurer at Groton Central School District.

Cathy K. proposes stepping down as interim Finance officer, and having Laura W. assume the title. Laura W. accepted.

Cathy K. made a motion to relinquish the job to Laura W. Polly C-C. seconded the motion. All in favor, aye. Approved unanimously.

Discussion of outstanding checks on the treasurer's monthly report.

**ACTION STEP:** Cathy K. suggested the finance committee meet with Sara K. to inquire further about the outstanding checks and report back to the board.

**ACTION STEP:** Add "Report of Outstanding Checks" to Finance Update for next month's board meeting.

☐ Update from Library executive - Sara Knobel - See report

Items displayed for board: Tonies audiobook player, laser printed coaster, sewing machine.

Add Tonies to the website/facebook if not yet done.

Liz L. offered that she used to teach a sewing class. Potential interest to lead a class here at Groton Public Library.

Cathy K. is concerned about the ceiling in the front room. No action has yet been taken on it. Cathy K. suggests a good general contractor come and assess the situation. See additional information under Building and Grounds Update found below.

**ACTION STEP:** The board would like additional information on Groton Public Library's involvement in The Great Give Back.

**ACTION STEP:** Nancy D. will follow up on the 1.5 hour training certificate for Sarah G.'s presentation in July. Also, the powerpoint slides will be put in the Google Drive for board access.

☐ Building & Grounds Update

☐ Ceiling

**ACTION STEP:** Sara K. is directed to contact and meet with a general contractor to have an assessment of and a written report regarding the ceiling in the front room to be ready at October's board meeting to inform the board's next steps.

The board is holding off on the formation of a Building and Grounds Committee due to Brendan K. and Sara K. not being present.

☐ Library Policy Review Committee

☐ Sexual Harassment Policy

Cathy K. made a motion to adopt the Sexual Harassment Policy. Laura Watson seconded. All in favor, aye. Approved unanimously.

☐ Personnel Procedures

Sarah L. made a motion to approve the Personnel Procedures. Liz L. seconded. All in favor, aye. Approved unanimously.

☐ Employee Manual

Laura W. made a motion to approve the amended manual. Cathy K. seconded. All in favor, aye. Approved unanimously.

☐ Public Comment Policy

Discussion ensued.

**ACTION STEP:** Nancy D. will remove one sentence from the Public Comment Policy.

Liz L. moved to approve the Public Comment Policy as amended. Cathy K. seconded. All in favor, aye. Approved unanimously.

☐ FoGPL Update (if any)

No updates.

**ACTION STEP:** Liz L. will set a date for a meeting with Sue Haynes.

☐ New Business

☐ Finance Training - Laura Watson

Laura W. instructed the board on what she learned regarding the finances of the Groton Public Library during her onboarding as the Finance officer.

☐ Collection Development - October with Pat Berry via Zoom & November with Sara Knobel.

**ACTION STEP:** Nancy D. will ensure Pat B. and Sara K. know they are presenting about the collection development in the coming months.

☐ Nancy L. discussed with Sara K. about having the Groton Public Library logo added to the top of each of the library's policies.

☐ **ACTION STEP:** Liz H. directed to put Vision Statement after the Mission Statement at the top of the agenda.

☐ Nancy D. is informing the board that excess card board from the basement of the Groton Public Library can be brought to Kathy Howard's house for disposal.

**ACTION STEP:** Nancy D. will follow up with Kathy H. about dates to do this.

☐ Nancy D. brought to the board a time flow for board meetings.

**ACTION STEP:** For next month's agenda add time limits to each section. Perhaps 5 minutes for small items, 8-10 minutes for larger items.

□ Nancy D. brought to the board question about how discontinuing the Food Bank of the Southern Tier services will affect the Long Range Plan.

**ACTION STEP:** For next month's agenda, look at the LRP and keep this point in mind.

□ Public Comment

Sarah G. from Finger Lakes Library System.

If a guest should show up for public comment, project the Public Comment Policy, so they know the protocol.

□ Executive Session

Sarah L. made a motion to go into Executive Session at 7:30p due to "the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation" (from the *Handbook for Library Trustees of New York State*, 2023 Ed.) Nancy D. seconded. All in favor, aye. Approved Unanimously.

Cathy K. made a motion to end the Executive Session and return to Open Session at 8:38p. Liz L. seconded. All in favor, aye. Approved unanimously.

□ Revisit Kids' Farmers Market

Polly C-C. moved for a vote to terminate Groton Public Library's contract with Kids' Farmers Market as of the end of August, as the board had agreed to in March. Seconded by Nancy D. All in favor, aye. Approved unanimously.

**ACTION STEP:** Polly C-C. moved for the Library executive to immediately terminate the Kids' Farmers Market contract and to provide the board with written proof of termination by Friday, September 19, 2025. Nancy D. seconded. All in favor, aye. Approved unanimously.

**ACTION STEP:** Cathy K. made a motion to have the upright freezer and the chest freezer removed, according to proper protocol, before the October board meeting. Laura W. seconded. All in favor, aye. Approved unanimously.

□ Adjournment

Sarah L. adjourned the board meeting at 8:51p. Polly C-C. seconded. All in favor, aye. Approved unanimously.

Next Meeting: October 9 2025