

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 - DRAFT

December 11, 2025 Regular Meeting - 6:00 p.m. in Library
Meeting called to order at 6:05p

- ☐ Roll Call of Trustees and Others (2 minutes)
 - ☐ Brendan Komala - Building and grounds, present
 - ☐ Cathy Klimaszewski - Trustee, present
 - ☐ Laura Watson - Finance officer, present
 - ☐ Liz Lawrence - FoGPL Liaison, present
 - ☐ Nancy Dailey - President, present
 - ☐ Polly Case-Codner - Vice president, present
 - ☐ Sarah Lubold - Secretary, present
 - ☐ Liz Honis - Recording secretary, present
 - ☐ Sara Knobel - Library executive, present

Guest: Frank Satterly, former president of the board of trustees. Frank convinced Lee Shurtleff, the library's neighbor, to donate his backyard for our library expansion. Frank wants the board to consider naming the great room in memory of Lee's father.

ACTION STEP: Sara K. to email Sue Haynes and Sherri Shurtleff, Nancy Dailey to be copied on the email, to look into such a recognition or dedication.

- ☐ Adoption of Agenda (2 minutes)

Motion to adopt the agenda by Sarah L.; Liz L. seconded. All in favor, aye. Approved unanimously.
- ☐ Approval of Minutes from November 13 2025 Meeting (2 minutes)

Motion to approve the minutes from November by Cathy K.; Polly C-C. seconded. All in favor, aye. Approved unanimously.
- ☐ Approval to Pay Warrant in the amount of \$5321.37 (2 minutes)

Laura W. moved to approve, Cathy K. seconded. All in favor, aye. Approved unanimously.

- ☐ Finance Update (5 minutes)

The deposit of the tax levy has been noted in the Library's accounts.
The finance committee recently met with Chris Dempsey, insurance agent. Cathy K. shared notes that she took during that meeting.
It was suggested to see if other libraries in the Finger Lakes Library System have food programs and to learn their processes.
ACTION STEP: Laura W. will invite Chris Dempsey to the January board meeting.
Polly C-C. made a motion that liability insurance be invested in for the board at \$1,000 per year. Cathy K. seconded. All in favor, aye. Approved unanimously.
- ☐ Update from Library Executive – Sara Knobel - See report (8 minutes)
 - ☐ Approve 3-D Printing Public Procedure

The procedure looks good and will be made available to the public. There is no need for the board to approve it because it is a procedure, not a policy. If problems arise, the procedure can be revisited.
Sara K. submitted the Libraries Transforming Communities Grant on or about 12.11.25 and will find out if we have received the grant by March 3.
Next week Sara will work on two applications for the Rosen Grant, as it opens soon.
- ☐ Building & Grounds Update (8 minutes)

The railing and sidewalk need to be dealt with come spring.
- ☐ Guest Bethann Wieder, Executive Director of Discovery Trail (15 minutes)

Bethann did not join us, but Sara K., Cathy K. and Liz H. provided information.

 - ☐ Kids Discover the Trail - Groton Public Library is part of the trail.
Additional information can be found here: <https://www.kdtresources.org/>
- ☐ Nomination Committee Update - Polly C.-C., Cathy K. (5 minutes)

Any and all contributions from board members are welcome. Have a pool of people; keep in mind demographics, perspectives, etc. Think about who you might be able to ask.
Ideas for upcoming public interactions: Tea with the Trustees; Board games with the Board.
- ☐ Library Policy Review Committees (8 minutes)
 - ☐ Computer & Technology - Polly C.-C. and Cathy K.
Ask the staff how this policy is working as a launching pad for further discussion.
ACTION STEP: Request staff feedback to be discussed at January board meeting.
ACTION STEP: Sara K. to direct Ryan B. to remove the Conflict of Interest Statement from the website.
- ☐ FoGPL update (if any) (5 minutes)

Nothing to report at this time.
- ☐ Long Range Plan review (15 minutes)

Liz L. shared her notes about her review of the LRP, saying that the board should be shepherding the LRP and tone/intention. Liz L. suggested

that the board be informed by training as to their understanding of diversity, equity and inclusion, mentoring and such concepts, in order to better inform their influence on policies, procedures, future long range plans, etc. How is the library showing that we are welcome, that the library is a safe space, etc? With the aim of creating an environment where people feel comfortable coming to the library to utilize the resources available.

Sara K. liked her mention of becoming a living wage employer

Nancy D. suggested having Liz L. become a community member involved in future LRP review after she leaves the board.

ACTION STEP: Liz H. to send Sara K. Stephanie “Cole” Adams’s presentation and link to her presentation.

☐ New Business (10 minutes total)

☐ Board Education requirements – must be completed by December.

ACTION STEP: Nancy D. will let you know if you have not met your requirement.

☐ New policy proposal - this is being pushed to the January board meeting.

ACTION STEP: Add a new policy proposal for (video) cameras in the library to the January board meeting.

ACTION STEP: Sarah L. wants to add to the January board meeting to begin a deep dive into the budget; spearheaded by the finance committee.

ACTION STEP: Sara K. has received approval from the board to go into the NYS website to request an extension of the tax cap.

Sarah L. made a motion to make this request. Laura W. seconded. All in favor, aye. Approved unanimously.

☐ Public Comment (3 minute limit per speaker)
No public comment.

☐ Executive Session

The board moves to go into Executive session, for the purposes of

“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.”

Sarah L. made a motion to go into executive session at 7:37p, Liz L. seconds. All in favor, aye. Approved unanimously.

Liz L. made a motion to come out of executive session at 8:58p; Cathy K. seconded. All in favor, aye. Approved unanimously.

☐ Adjournment

Prior to adjourning the meeting, Brendan K. made a motion to consult attorney Liam Murphy on a matter pertaining to Groton Public Library. Polly C.-C. seconded the motion. All in favor, aye. Approved unanimously.

Sarah L. made a motion to adjourn the meeting at 9:00p; Cathy K. seconded. All in favor, aye. Approved unanimously.

Next Meeting: January 8 2026