

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

January 8, 2026 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:06 by Nancy D.

☐ Roll Call of Trustees and Others (2 minutes)

- ☐ Brendan Komala - Building and grounds-present
- ☐ Cathy Klimaszewski - Trustee-present
- ☐ Laura Watson - Finance officer-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

☐ Adoption of Agenda (2 minutes)

Sarah L. made a motion to adopt the agenda, with the addition of recruitment ideas for the nomination of additional board members during the section dedicated to the Nomination Committee Update. Seconded by Cathy K. Approved unanimously.

☐ Approval of Minutes from December 11 2025 Meeting (2 minutes)

Question: on action steps, if they are done, how do we verify that they are completed?

Add ACTION STEP as an item, and make a notation as to the completion of steps from previous meetings.

ACTION STEP: Sara will put on the February agenda: ACTION STEP Update under Old Business.

Motion to approve: Laura W. Seconded: Sarah L. Approved unanimously.

- ☐ Guest Chris Dempsey - D&O insurance (Directors and Officers) (15 minutes)
D&O Insurance can be purchased to protect Directors and Officers from negligent actions while on the board.
Draw up a "Hold harmless" clause that will be available to sign for those who conduct activities at or do work with the library. Ex. I agree to hold the GPL harmless for injuries or damages made on GPL property.

ACTION STEP: Nancy D. will contact Chris Dempsey to find out who is responsible for signing insurance policies. She could then sign the insurance policy if it is in fact Nancy D., as president of the board, who is responsible.

ACTION STEP: Sara will add to the February board meeting "discuss and decide next steps regarding the information Chris Dempsey presented at the January meeting."

- ☐ Approval to Pay Warrant in the amount of \$7026.18 (2 minutes)
Motion to approve: Cathy K. Seconded: Polly C-C. Approved unanimously.

- ☐ Finance Update (5 minutes)
990 update: refigure what should be regarded as assets.
ACTION STEP: Nancy D., Sara K., Laura W. and Cathy K. to work on combing through paperwork from the expansion/renovation.

- ☐ Budget Planning (15 minutes)
On target to begin in the coming months. Discuss at the February meeting.

- ☐ Update from Library Executive – Sara Knobel - See report (8 minutes)
ACTION STEP: Sara K. to look into requirements regarding food permits.

- ☐ Building & Grounds Update (5 minutes)
 - ☐ NYS Construction Grant for new air conditioner system and new front entrance.
ACTION STEP: Sara K. to find out the limit of expense before one goes to bid for a construction grant.

- ☐ Nomination Committee Update - Polly, Cathy (5 minutes)
Think about how to have the board more accurately represent the community. What kind of candidates are we looking for and what should their strengths be? Looking at the Long Range Plan could guide who might be suitable candidates. February (library advocacy day is Feb 3) would be a good time to share and advertise trustee interest. Sarah L., Cathy K. and Polly C-C. to meet to further discuss library advocacy in Groton with regards to attracting board candidates.
 - ☐ Recruitment ideas. (added per directive in "Adoption of Agenda")

- ☐ Library Policy Review Committees (8 minutes)
 - ☐ Computer & Technology - Polly C-C., Cathy K.

Input was gathered from staff on the computer and technology policy.

- ☐ FoGPL update (if any) (2 minutes)
Sara K. will be the temporary liaison.

- ☐ Long Range Plan review (15 minutes)
 - ☐ Continued from November
 - ☐ ACTION STEP: Liz H. will format the input from staff about the Library Service Model (a topic embedded in the LRP) to share with the board at its February meeting.

- ☐ New Business (10 minutes total)
 - ☐ New policy proposal
ACTION STEP: Remove this in the next board agenda because it is now below in "Policy Reviews."

- ☐ Public Comment (3 minute limit per speaker)
None to offer.

- ☐ Executive Session
Sarah L. made a motion at 7:43 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." Polly C-C. seconds the motion. All in favor, aye. Approved unanimously.

Polly C-C. moved to end the Executive session at 8:07, Nancy D. seconded. All in favor, aye. Approved unanimously.

The board returned to its regular business meeting at 8:07.

An investigation was conducted that confirmed that the complained-of conduct occurred. The complained-of conduct was in violation of the GPL Employee Manual, as well as state and federal law. As a result, the board votes to accept the resolution to terminate the employee, with a motion by Polly C-C. and seconded by Laura W. All in favor, aye. Approved unanimously.

- ☐ Adjournment

Sarah L. moved to adjourn the meeting at 8:14, Cathy K. seconded. All in favor, aye. Approved unanimously.

Next Meeting: February 12 2026

Action Items 2025

New Sexual Harassment Training Videos: [Sexual Harassment Prevention Model Policy and Training](#)

Standing Committees

Finance - Laura (chair) Cathy, Nancy, Sara
Personnel - Mary Meeker, Polly, Nancy, Sara

Policy Reviews

Computer & Technology - Polly, Cathy
Camera - Nancy

Policies for Review

Confidentiality of Library Records
Code of Conduct (we have one but needs to be reviewed by board before posting)
Donations of Gifts
Patron Code of Conduct - Safe Child - these are together
Social Media
Circulation is internal but still up to the board to review and approve
Hazard Handling
Law Enforcement - ICE - Ask Sarah G perhaps
Conflict of Interest is internal and does not need to be posted.

LRP Reviews

Keep on Agenda as standing item

Trustee Elections

Three - Five year terms
One - One year term