

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

February 12, 2026 Regular Meeting - 6:00 p.m. in Library
Meeting called to order at 6:08p

- ☐ 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

Guests: Janna Buckwalter - Cornell employee, Groton resident
James Morningstar - Cornell employee, Groton resident
Erin Morningstar - Schuler-Haas Electric Corp. employee, Groton resident

- ☐ Adoption of Agenda (2 minutes)
 - "Insurance" is under old business and new business. It was decided to remove the "insurance" under new business.
 - Cathy K. made a motion to adopt the adjusted minutes. Sarah L. seconded. Passed unanimously.
- ☐ Approval of Minutes from January 8 2026 Meeting (2 minutes)
 - Polly C-C. made a motion to approve the January minutes. Cathy K. seconded. Passed unanimously.
- ☐ Approval to Pay Warrant (2 minutes)
 - Laura W. made a motion to approve the warrant for \$8391.75. Cathy K. seconded. Passed unanimously.

Discussion about donations to both the Friends of Groton Public Library and Groton Public Library: whether to recognize those who make donations in the annual report.

ACTION STEP: Sara K. to ask for a list of donors from the Friends group, as well as a list of donors to GPL; to be completed in the coming months.

- ☐ Finance Update (5 minutes)
Work continues on the 990, due in May.
ACTION STEP: Laura W. is processing files as to whether they are assets to be depreciated.
- ☐ Budget Planning (15 minutes)
Budget work has begun. Laura W. to meet with Sara K. weekly. Nancy and Cathy are welcome to join.
- ☐ Update from Library Executive – Sara Knobel - See report (8 minutes)
Discussion.
ACTION STEP: Board President to be informed regarding the safe deposit box.
ACTION STEP: Sara K. to look into necessary food permits with Tompkins County.
- ☐ Building & Grounds Update (5 minutes)
 - ☐ NYS Construction Grant for new air conditioner system and new front entrance
The construction grant is put on hold. Consider doing a mini-grant from the Village's NY Forward Grant; much more attainable.
ACTION STEP: Sara K. contacted Sarah Glogowski at Finger Lakes Library System regarding the limit of expense before one goes to bid for a construction grant and is awaiting the answer.
- ☐ Nomination Committee Update - Polly, Cathy, Nancy (5 minutes)
Three people attended today's meeting who have expressed interest in running for election on the Board of Trustees, see guest list.
Each trustee needs to consider who they know that would run for election to the board.
Following are board members whose terms are coming to a close:
Three - Five year terms (Sarah, Laura, Brendan)
Two - One year term (Liz, Cathy)
Sarah L. plans to run again; Brendan K. is undecided; Cathy K. plans to step down.
ACTION STEP: Committee to send verbiage for advertising to Sara
- ☐ Recruitment thoughts:
Linda Competillo included us in her column in the Tompkins Weekly that the board is looking for members.
Bio put together by March 1st (rough date) so this can be presented with the petitions.
Completed petitions due by March 27th.
Candidates can pick up petitions at the library; Sara K. will print them out as needed.
If people aren't able to be on the board, consider being on the Friends group.

ACTION STEP: Nancy D. to create board officer descriptions so that people looking at possible election will know what each officer job entails.

ACTION STEP: Nancy D. to check with Sarah G. about married couples being on the board at the same time.

☐ Library Policy Review Committees (8 minutes)

☐ Computer & Technology - Polly, Cathy

Discussions regarding the Computer Policy and the Social Media Policy.

Computer and Technology Policy: Cathy K. made a motion to approve. Nancy D. seconded it. Passed unanimously.

Social Media: Change from a policy to a procedure - it does not need to go on the website. Polly C-C. made a motion, Laura W. seconded approval of the Social Media procedures. Passed unanimously.

☐ FoGPL update (if any) (2 minutes)
None to report.

☐ Long Range Plan review (15 minutes)

☐ Continued from November

ACTION STEP: Liz H. to present at March meeting. Documents to be emailed to the board prior to the meeting for review.

☐ Old Business (15 minutes total)

☐ Action Steps - how do we verify that an Action Step is done - Go over previous month's Action Step and either check off or reassign as needed.

ACTION STEP: Henceforth, Sara K. to add "Review of Action Steps" after "Approval of Minutes" on future board meeting agendas.

☐ Insurance discussion–Risk Assessment

Discuss how much risk is a reasonable amount of risk, as each person's limit is different. We might not have to change "what" things we're doing at the library, but change "how" we're doing things at the library.

Look at small rural libraries and how they handle "Library of Things," look at webinars to see how risk is managed. We are at the research stage.

Discuss asking an attorney what kind of disclaimers could be used to show an insurance company how the library is doing due diligence to protect patrons and themselves.

ACTION STEP: Sara K. to seek out a "hold harmless" disclaimer for food (i.e. Good Samaritan Law)(Google the following: Food Donation Improvement Act - 1996, updated in 2023).

ACTION STEP: Sara K. to put insurance discussion in future board agendas.

☐ New Business (25 minutes total)

☐ Board games with the Board

Date: March 3, 2026, 6:30-8 (Sarah L. and Nancy D. will show up at 6).

ACTION ITEM: Ryan B. to create a poster for the event; post on social media.

Cathy K. and Polly C-C. will send Sara K. verbiage to post.

Law Enforcement in the Library - S. Lubold

Stephanie "Cole" Adams webinar. Link and documents has been shared with the board. Guidance available via Tompkins County, Tompkins County Health and other local offices. In addition, guidance from a wider lens is available: ALA, National Immigrant Law Center. See handouts from Sarah L. (Adirondack area document.)

Main questions:

-Plan if law enforcement comes to GPL looking for records or a person? Response: Collect information, keep the engagement neutral, involve the library director and have an attorney available to reach out to.

-How will we signal to patrons/staff/community that GPL is a safe space with regard to law enforcement? Response: Document(s) distributed by Sarah L. that could be helpful guidance. Varied content, various signage in various languages, show collections that are in languages other than English, welcoming. Why aren't people coming here?

Question: is there legal advice that can be attained regarding a situation similar to this? Sarah L. suggests organizing a work group. Add to the LRP to create changes in the library.

ACTION STEP: Sarah L. will get a cohort together for a working group. Interested folks thus far: Liz H., Sara K., Nancy D., Laura W., Janna Buckwalter, Liz Lawrence.

☐ Public Comment (3 minute limit per speaker)

James M.: Re. LoTs: have a liability waiver for items borrowed.

Perhaps use the app Todoist: <https://www.todoist.com/> to make lists. An idea to contribute to the Action Step discussion.

Erin M.: increasing engagement with others than English speakers by having staff members who have dual language abilities. (Utilizing Duo lingo).

☐ Executive Session (15 minutes)

Personnel - Discuss Information Aide promotion

Sarah L. made a motion at 8:26 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. seconded. Passed unanimously.

Polly C-C. moved to end the Executive Session at 8:31, Laura W. seconded. Passed unanimously.

☐ The board returned to its regular business meeting at 8:31.

Laura W. made a motion to promote Nikki Payne to Information Aide with an appropriate change in compensation, retroactive to February 1, 2026. The motion was seconded by Nancy D. Passed unanimously.

☐ Adjournment

Brendan K. moved to adjourn at 8:32, Nancy seconded. Passed unanimously.

Next Meeting: March 12, 2026

Action Items 2026

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

Social Media - 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 - 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 (Sarah, Laura, Brendan)

Two- One year term (Liz, Cathy)

Annual Meeting Dates

March 9 - Legal Notice with date and board vacancies (Monday)

March 27 - Petitions Due (Friday)

April 20 - Budget Public (Monday)

April 28 - Annual Meeting