

# 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**

March 12, 2026 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:09p by Nancy D.

- Roll Call of Trustees and Others (1 minutes)
  - Brendan Komala - Building and grounds - present
  - Cathy Klimaszewski - Trustee - excused
  - 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)

Adoption of agenda with the addendum of Quarterly review with Sara K.  
Remove LRP review and put minutes elsewhere.  
("Under old business": I recorded this in the minutes but not sure exactly why and Sarah L. is looking into what it might refer to.)  
Sarah L. moved to approve the agenda. Laura W. seconded.
  
- Approval of Minutes from February 12 2026 Meeting (5 minutes)

Approval of the minutes by Polly C, Laura seconded.

  - Review of ACTION STEPS  
Bold each action step. And continue to put them in caps.
  
- Approval to Pay Warrant (2 minutes)

Laura W. made a motion to approve the warrant in the amount of \$16,835.97. Sarah L. seconds. All in favor, aye.
  
- Finance Update (5 minutes)
  - 990

Figures sent to CPA. Still waiting for feedback from the accountant.

- Budget Review 2026-2027 (15 minutes)  
Discussion about proposed budgets for the board to consider.  
Inquire about electric costs, based on meter readings, from most recent bills and previous year's bills.
  - ACTION STEP:** Questions, concerns and suggestions from the board pertaining to the budget should be sent to the committee (Sara K., Laura W. and Nancy D.) by 3.19.26 regarding utilities, wages, electric bill, etc. Budget to be revisited and approved at the April meeting.
  
- Update from Library Executive – Sara Knobel - See report (8 minutes)  
Polly C-C. made a motion to approve the vacation requests as listed in Sara K.'s director report. Nancy D. seconded. All in favor, aye.
  
- Building & Grounds Update (5 minutes)
  - NYS Construction Grant for new air conditioner system and new front entrance - regarding details about the air conditioner: does it need to be replaced or does it need to be cleaned and have filters replaced more often? Put on-hold
  - Determination needs to be made about the front entrance railing. Jesse Norton is doing a plan for a short term solution. Waiting to hear about the Mini NY Forward Village Grant.
  
- Nomination Committee Update - Polly, Cathy (5 minutes)  
Five openings and five people running. Still determining if there are other nominees.
  
- Library Policy Review Committees (8 minutes)  
Delay Security Camera Policy until April board meeting.
  - ACTION STEP:** Board members to review the proposed Security Camera Policy for the April board meeting. Questions/Concerns, send an email to Nancy D.
  - ACTION STEP:** Sara K. add Security Camera Policy under policy review to be voted on.
  - ACTION STEP:** Sarah L. ensure Liz L. and Janna B. receive a copy of the Camera Policy as it pertains to the LE Working Group.
  
- FoGPL update (if any) (2 minutes)  
Discussed geranium sale with the Friends. Discussed funds available.
  
- Long Range Plan review (10 minutes)
  - Continued from November
  
- New Business
  - Education - LRP Library Service Model (LSM) - L. Honis (10 minutes)  
Liz H. gave a short presentation on the staff's input about the LSM.
  - Law Enforcement in the Library - S. Lubold (10 minutes)  
Two meetings thus far, good discussion; information to share in the coming weeks.
  - Book Sale - S. Knobel (10 minutes)  
A lot of work but it would bring in money.  
Sarah L. is willing to be on a committee to lend a hand.

Potential dates: start the weekend of Olde Home Days and finish up by Labor Day.

Geranium Sale - S. Knobel (10 minutes)

We will be running it this year.

Start taking orders in early April. Pick up on May 13/14. All payment is in cash/check.

**ACTION STEP:** Brendan K. to investigate the worth of the donated coin.

Quarterly meeting with ED report - S. Knobel

Review of the Library Executive was recently completed. Polly C-C. presented the findings.

Sarah L. made a motion and Polly C-C. approved the standardization of Sara's hours.

The next meeting with the Library Executive is proposed for June 4.

**ACTION STEPS** brought over from last meeting.

**Pending:**

**ACTION STEP:** Sara K. to look into necessary food permits with Tompkins County.

**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).

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

Adjournment  
Sarah L. made a motion to adjourn the meeting. Polly C-C. seconded. The meeting adjourned at 8:02p.

Next Meeting: April 9 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**

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