

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

April 9, 2026 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:07p. Polly C-C. made a motion; Laura W. seconded.

- Roll Call of Trustees and Others (1 minute)
 - 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: James Morningstar; Sophia Darling; Janna Buckwalter

- Adoption of Agenda (2 minutes)
Laura W. made a motion to adopt the agenda; Cathy K. seconded. All in favor, aye.

- Approval of Minutes from March 12 2026 Meeting (5 minutes)

- Review of **ACTION STEPS**
Sarah L. made a motion to approve the minutes from March 12, 2026; Polly C-C. seconded. All in favor, aye.

- Approval to Pay Warrant (2 minutes)
Laura made a recommendation to pay the warrant in the amount of \$6,957.09.
Laura W. made a motion to approve the warrant; Cathy K. seconded. All in favor, aye.
ACTION STEP: Sara K. to contact the bank to figure out late fees.

- Finance Update (5 minutes)

- 990
CPA will soon be available to work on the library's 990. Information will be presented at The May board meeting.

- Budget Approval 2026-2027 (10 minutes)
Discussion ensued. Polly C-C. made a motion to accept the proposed budget. Laura W. seconded. All in favor, aye.
- NYS Annual Report Update (10 minutes)
The portal for the report has been opened. Sara K. required an extension through Jenny Shonk at Finger Lakes Library System, and it will now be due on April 29. The board will receive the report on the 28, at the Annual Meeting, which starts at 7p.m. Polls open at 7:30 p.m. Friends will have their annual meeting from 7:30-8:00 p.m. Two tellers appointed by the board will tally the vote, which will be recorded in the annual meeting minutes. Ballots will be stored at the Groton Central School District.
- Update from Library Executive – Sara Knobel - See report (8 minutes)
April 16 vacation request is approved.
 - Vega
More to come on this.
- Building & Grounds Update (5 minutes)
Don't turn on the air conditioner. The filter needs to be changed first.
ACTION STEP: Sara K. to call Zane to set up an appointment to have the filter changed.
- Library Policy Review Committees (8 minutes)
 - Camera
Make sure the policy is focused on holding up the library's code of conduct.
Take into consideration various details pertaining to the specifics about camera use in the library.
ACTION STEP: A draft will be submitted to the board for consideration at the May board meeting.
ACTION STEP: Nancy D. to review list of policies/procedures to determine which are policies and which are procedures.
ACTION STEP: Assign person/people to review various policies.
ACTION STEP: All board members should review the current Conflict of Interest form on the Google Docs.
ACTION STEP: Confidentiality of Library Records to be reviewed by Polly C-C. and Sarah L.
- FoGPL update - none (2 minutes)
- Long Range Plan review (10 minutes)
Go through various details pertaining to the LRP.
ACTION STEP: Sara K. to get the fire safety assessment from the Fire Department.
ACTION STEP: Sara K. to schedule CPR/AED training for staff.
ACTION STEP: Board members review the remainder of part D to the end of the LRP.
Email Cathy K. with feedback, completed, in process, new additions to items, etc.
- Old Business
 - Geranium Sale - S. Knobel (10 minutes)
It is progressing well.

ACTION STEP: Sara K. to contact the Friends to pre-pay for the flowers.

Coin

Discussion about where the money should go and how to use the money.

ACTION STEP: Get the coin sold before the next board meeting. People who do that: at least one from the Friends; AND one from either the Board/Friends.

Law Enforcement in the Library - S. Lubold (10 minutes)

Law Enforcement at GPL working group is still formatting its recommendations to be presented at a later date, perhaps at the May board meeting.

Also considering recommendations for staff and LE engagement.

Items brought forward from previous meeting(s)/ 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).

New Business

ACTION STEP: Add to the agenda under new business: Book Sale planning meeting to be scheduled. (Sarah L., Sara K. and, possibly, Janna B. and Polly C.)

FLLS Summer Reading Meeting: Attended by Liz H. and Sara K. Sara K. discussed various presenters and details from the meeting. Highlighted the gift from Lab of O.

Public Comment

(3 minute limit per speaker)

Guests:

Sophia Darling: resident of Groton, GCSD alumni. 2 children: 17 and 20. Own and operates a farm with her husband. Accountant by trade (CFO, CCO). On the school board, part of GCBA. Coaches soccer and youth sports. Loves the community. Happy to support the library. The library is near and dear. Community, as well. Youth, as well.

James Morningstar: PHD student at Cornell for bioengineering. He hopes to start a company. Born and raised in a small town in Montana. Libraries are important!

Janna Buckwalter: raised in Alfred NY. Consultant at Cornell Health. Grew up in small town, wanted to live in libraries as a little kid. Has lived in Groton for 4 years. Two kids and dog. Happy to get to know the community better.

Adjournment

Cathy K. made a motion to adjourn at 8:00p. Sarah L. seconded. All in favor, aye.

Next Meeting: May 14 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/Procedures for Review

Confidentiality of Library Records - Polly and Sarah L

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. - All board members

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