

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

May 14, 2026 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:11p. Polly C-C. made a motion; Laura W. seconded.

- ☐ Roll Call of Trustees and Others (1 minutes)
 - ☐ Brendan Komala - Building and grounds
 - ☐ Cathy Klimaszewski - Trustee
 - ☐ Laura Watson - Finance officer
 - ☐ Nancy Dailey - President
 - ☐ ~~Polly Case-Codner - Vice-president~~
 - ☐ Sarah Lubold - Secretary
 - ☐ ~~Liz Honis - Recording secretary, excused~~
 - ☐ ~~Sara Knobel - Library executive, excused~~

Guests: James Morningstar; Sophia Darling; Angela Gian-Cursio

- ☐ Adoption of Agenda (2 minutes)

Laura W. made a motion to adopt the agenda; Sarah L. seconded. All in favor, aye.

- ☐ Approval of Minutes from April 9 2026 Meeting (5 minutes)

- ☐ Review of **ACTION STEPS**

Cathy made a motion to approve the minutes from March 12, 2026; Brendan seconded. All in favor, aye.

Completed Action Steps:

- Conflict of interest form reviewed by each Board Member and no changes were made/needed;
- Polly and Sarah L. have reviewed Confidentiality of Patron Records Policy and will continue to make the draft for future Board approval.
- Sara K. did get Friends to pre-pay for the Geraniums.
- Coin was sold.

- ☐ Approval to Pay Warrant (2 minutes)

Laura made a recommendation to pay the warrant in the amount of \$9,682.69.

Laura W. made a motion to approve the warrant; Cathy K. seconded. All in favor, aye.

- ☐ Finance Update - L. Watson (5 minutes)
- ☐ 990

The 990 has been filed for fiscal year 2024-25. As well, Sophia Darling, Trustee elect, will be joining the Finance Committee as a community member until she joins the Board in July. The Finance committee will meet to 'on-board' Sophia in the next month.

- ☐ Update from Library Executive – Sara Knobel - See report (10 minutes)
- ☐ Voting and Election Database (VEDA)
- ☐ Bullet Aid

ACTION STEP: Sara K. The Board recommends that the Director's Report detail happenings that occur each month *since* the Mid-Month Report without redundancy. The Circulation Statistics and Door Count Comparison in the Director's Report should cover the complete month.

ACTION STEP: When the Board approves Library Executive's Time Off requests, the Board Meeting minutes should reflect that the requests were "approved as submitted in the Director's Report" or "not approved."

Cathy made a motion to approve Sara K.'s May 26, 27, 28, and 29 time off request and seek clarification on June time-off request; Nancy seconded. All in favor, aye.

ACTION STEP: Sara K. What is the staff's chain-of-command when Sara is unavailable/on vacation/out sick? Make an internal document to reflect this "chain" to add to the Board's Google Drive Folder.

Sarah L. moved to add an Executive session to tonight's meeting; Nancy seconded. All in favor, aye.

- ☐ Building & Grounds Update - S. Knobel (5 minutes)
- ☐ Public Sink & AC

Discussion will be carried over to next month's agenda.

The Board reviewed Maintenance Planning List

ACTION STEP: Brendan will pass over the list again to distinguish between staff-handled tasks and those that we need to hire out for.

- ☐ Library Policy Review Committees (8 minutes)
- ☐ Camera - N. Dailey

ACTION STEP: Nancy will send out policy draft for Work Group review and comments.

- ☐ Confidentiality of Patron Records Policy - Sarah L. and Polly

ACTION STEP: Sarah L. and Polly will confer with Sara and staff about what information GPL keeps.

- ☐ FoGPL update (if any) (2 minutes)

- ☐ Long Range Plan review - C. Klimaszewski (10 minutes)

ACTION STEP: Cathy will create a process guide for how the LRP was formed so that it might be used in the creation of GPL's next LRP.

The Board discussed the process for a LRP and how to come back to the Mission Statement as an anchor.

☐ Old Business

- ☐ Geranium Sale Update - S. Knobel (5 minutes)
- ☐ Book Sale Update - S. Knobel (5 minutes)
- ☐ Law Enforcement in the Library - S. Lubold (10 minutes)

Sarah L. presented the Work Group recommendations for the Board to consider.

☐ New Business

Cathy discussed NY Times Literacy article and ALA Toolkit/guidance on literacy in all of its forms. What can we do in the library regarding increasing literacy? Reading Partnership? Tompkins LEarning Partners?

ACTION STEP: Form a Literacy Advocacy Work Group including community members.

☐ Public Comment (3 minute limit per speaker)

Sophia Darling (Trustee elect) Consider Employee Handbook and NYS Leave as it applies to GPL when considering time-off requests. Consider the Payroll system that the library is using to calculate accruals. Utilize the Groton Business Association. Sophia is up for reelection for Groton School Board.

James Morningstar (Trustee elect) Knowing what ongoing projects are for different out-going board members. How to pick-up the reins. Recommended Standard Operating Procedure for groundskeeping tasks.

Angela Gian-Cursio (Trustee elect) U of FL degree in Educational Media. Managed a book store. Moved here in 2017. Worked for ICC and ICSM program at IC. Retired in July 2025.

Nancy made a motion to enter Executive Session, Cathy seconded. All in favor, aye.

☐ Executive Session entered at 8:13pm.

Cathy made a motion to enter Executive Session, Laura seconded. All in favor, aye. Executive Session ended at 8:50pm.

The Board directs Sara K. to post her approved regular schedule on her monthly Director's Report for each Board Meeting effective immediately. As a reminder, all changes to that schedule must be priorly approved in-person by a Board Quorum. As well, incidental and/or one-time changes to working hours on a specific date must be pre-approved via email by the Board President and Vice President.

Sarah L. made a motion to vote on this Board's directive, Brendan seconded. All in favor, aye.

☐ Adjournment

Sarah L. made a motion to adjourn at 9:10p. Nancy seconded. All in favor, aye

Next Meeting: June 11 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
Confidentiality of Library Records- Sarah L. and Polly

Policies for Review

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)