<u>Groton Public Library Board of Trustees</u>

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

June 11, 2026 Regular Meeting - 6:00 p.m. in Library

Meeting called to order at 6:01p by Nancy Dailey.

- [ ] Roll Call of Trustees and Others (1 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: James Morningstar, Sophia Darling, Angela Gian-Cursio, Michael Mancuso, Janna Buckwalter.

- [ ] Adoption of Agenda (2 minutes)

Add an Executive Session onto the agenda.
Sarah L. moves to adopt the agenda with the addition of an Executive Session to the agenda. Cathy K. seconds. All in favor, aye.

- [ ] Approval of Minutes from May 14 2026 Meeting (5 minutes)

Corrections to make in the May board meeting minutes:
Nancy D. made a request to mark Polly C-C. excused in the May meeting minutes.
"Cathy K. made a motion to "exit" the executive session."
Change to (trustee elect) Angela Gian-Cursio's college to "UCF."
Cathy K. made a motion to accept the minutes as amended. Polly C-C. seconded. All in favor, aye.

- [ ] Review of **ACTION STEPS**

- [ ] Approval to Pay Warrant (2 minutes)

    Laura W. suggested we pay the warrant in the amount of $7721.03. Cathy K. seconded. All in favor, aye.

- [ ] Finance Update - Laura W. (5 minutes)
  All good news. We received reports from the Groton Central School District up through May. After July, we are going to come in under budget. We have about 3.5 months to pay our way before getting the tax levy.

- [ ] Update from Library Executive – Sara Knobel - See report (10 minutes)
  ALA-LTC books sent for participating libraries. They look like excellent resources.
  Collaboration document from grant - positive information from the reviewer.
  Outreach - It is important that trustees can talk up the library with anyone, anywhere.
  Monthly lunch and learns - vary the time/day and menu to appeal to many.
  Historic library repairs - need to look into these: concrete/railing at the front entrance.
  Friends of TCPL grant - Sara K. asked the board to give her the go ahead. The completed grant proposal did not get presented to the board. The information was insufficient. The board declined to vote.
  Vacation requests - a vote was taken to approve the vacation requests as presented in Sara K.'s Director's Report. All board members voted "aye."

  - [ ] Voting and Election Database (VEDA) (This will roll over to next board meeting)

  - [ ] Bullet Aid - Anna Kelles communicated to Sara K. regarding aid that will be forthcoming.

- [ ] Building & Grounds Update - S. Knobel (5 minutes)
  - [ ] Public Sink & AC
  The sink will soon be repaired by Brian Dates.
  AC is working well. The ceiling continues to be moisture free; Sara K. will wait a bit longer before it is repaired and painted.

- [ ] Library Policy Review Committees (8 minutes)
  - [ ] Camera - Nancy D. (Roll over until next meeting)
  - [ ] Confidentiality of Patron Records Policy - Sarah L. and Polly C-C. (Roll over until next meeting)
  - [ ] Following Open Meeting Law - S. Knobel
  The dates should be announced and the minutes posted in the requisite time frame following Open Meeting Laws. Regarding the LE working group, it is still being determined if they follow open meeting laws or not. In an effort to comply, it is suggested that meetings are announced and recorded minutes are posted before finding out if it is required to do so or not.

- [ ] FoGPL update (if any) (2 minutes)
  It was expressed that we should show them our appreciation.

- [ ] Long Range Plan review - C. Klimaszewski (10 minutes)
  Cathy K. went through the LRP to review the following items to determine their progress. Discussion regarding each item was had and updates were amended on the LRP document.
  - [ ] Update on progress with time frame, logistics, and implementation of new outreach to homebound patrons
  - [ ] Update on new website—what is completed, what needs to be done.

- ☐ Progress report on results from program surveys and best promotion strategies
- ☐ Progress report on Buildings and Grounds maintenance schedule and plan and update on recent concerns
- ☐ Update on remaining policies to be reviewed
- ☐ Service Model update

ACTION STEP: Update the LRP on the above projects regarding logistics and progress for outreach to patrons.

☐ Old Business

- ☐ Geranium Sale Update - Sara K. (5 minutes)

Waiting for the last check to come in. Total gross will be $1187.00.

- ☐ Book Sale Update - Sara K. (5 minutes)

The first meeting is this coming Monday, June 15th.
A bake sale will be held on both Saturdays. Money made from bake sale items will be split between the church and Groton Public Library.

- ☐ Law Enforcement in the Library - Sarah L. (10 minutes)

Creation of a binder with information and flow charts to be used by staff to facilitate communication with LE.
Discussion regarding when and how to engage with the Director if something happens when she is not "on the clock." The topic will be brought to the personnel committee for discussion.
Laura W. (who is part of the LE work group) brought some notes to the board for discussion.

☐ New Business

Laura W. had a discussion with C. Dempsey regarding transfer of liability within library contracts. Discussion followed after Laura W. detailed the information C. Dempsey shared with her in that and subsequent conversations.

Refreshments and snacks were shared as it is the last meeting for a number of board members. Their time and effort is appreciated.

☐ Public Comment (3 minute limit per speaker)

Sophia D.- thank you for the onboarding, information and acclimatization to the board.
Angela G-C.- new webpage on phone is plain (no banner, but logo is there); new webpage on computer is clean and navigable (banner and logo is there). Different looks based on the device used.

Executive Session

Board entered Executive session at 7:40pm 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. moved to end the Executive session at 8:13pm, Cathy K. seconded. All in favor, aye.

No votes or motions occurred during the Executive Session.

Polly C-C. moved to adjourn the June board meeting at 8:14pm, Nancy D. seconded. All in favor, aye.

- [ ] Adjournment

Next Meeting: July 9 2026

Action Items 2026
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)

Roll Over ACTION STEPS:

Building & Grounds:

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 Committee

- [ ] 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.

New Business:

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