Groton Public Library Board of Trustees

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.

The Vision Statement of 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
July 9, 2026 Reorganization and Regular Meeting 5:30 p.m.

- Call to Order
  Meeting called to order at 5:34 pm by Nancy D.
- Introduction of Guests
  None to introduce, other than the following special guest.
- Special Guest: Sarah Glogowski

Reorganization Meeting

- Oath of Office within 30 days of the start of term, July 1
  It is easier to wait to do this until after the July board meeting, at which it is determined which term folks are assigned.

- Election of 2026-2027 Officers
    - President - Nancy Dailey
    - Vice President - James Morningstar
    - Finance Officer - Sophia Darling
    - Secretary - Sarah Lubold

  Polly C-C. made a motion to elect the agreed upon slate of officers, Sophia D. seconded.
  All in favor, aye.
  Refer to the bylaws to view the position descriptions of each officer.

- Other Appointments:
    - Treasurer: GCS Treasurer - Mara Mitchell.
    - Buildings & Grounds - Janna B. chair, with James M. and Sophia D. as committee members.
    - Friends of Library Liaison - Angela G-C.

- Assign terms to new trustees - current vacancies: Two 1-Year; Three 5-Years
  Angela G-C.- 1 year term
  Janna B.- 1 year term
  James M.- 5 year term
  Sophia D.- 5 year term
  Sarah L.- 5 year term (July 1st)

ACTION STEP: New trustees should email Sara K. the date of oath of office for the NYS Annual Report.

- 2026-2027 Monthly Meeting Dates, Time, and Place: TBD
  Meeting date, time and place will remain the same: 6 pm at the Groton Public Library, on the 2nd Thursday of each month.

Nancy D. at 7 pm recognized the ending of the reorganization meeting and moved into the regular meeting.

Regular Meeting

- [ ] Roll Call of Trustees and Others
  - [ ] James Morningstar - present
  - [ ] Sophia Darling - present
  - [ ] Nancy Dailey - present
  - [ ] Sarah Lubold - present
  - [ ] Angela Gian-Cursio - present
  - [ ] Polly Case-Codner - present
  - [ ] Janna Buckwalter - present
  - [ ] Sara Knobel - library executive -present
  - [ ] Liz Honis - recording secretary - present

- [ ] Adoption of Agenda (2 minutes)
  Nancy D. suggested an adjustment to the agenda. From the June minutes, rollover "Confidentiality of Patron Records" and add to July's agenda.
  Sarah L made a motion to approve the agenda. James M. seconds. All in favor, aye.

- [ ] Approval of Minutes from June 11 2026 Meeting (2 minutes)
  Angela G-C made a motion to approve the June meeting minutes. Janna B. seconded. All in favor, aye.

  - [ ] Review of **ACTION STEPS** (5 minutes)
    ACTION STEP: Liz H./Sara K. in the roll call section, alphabetize the trustees by last name, then have Sara K. and Liz H. at the end.
    ACTION STEP: Liz H./Sara K. put Roll Over ACTION STEP regarding Building & Grounds back into the body of the minutes under the Building & Grounds section. (See June minutes, as well as these minutes).

- [ ] Approval to Pay Warrant (2 minutes)
  Sophia D. reports the pay warrant in the amount of $5894.53. And asked for any questions or clarification.
  Polly C-C. made a motion to approve to pay the warrant. James M. seconded. All in favor, aye.

- [ ] Trustees (10 minutes)
  - [ ] Oath of Office for new trustees
  - [ ] Contact List Information - Sara K. will update and send out
  - [ ] Conflict of Interest - signed and submitted

- ☐ Personnel Report (5 minutes)

  Nothing to report. Polly C-C. and Nancy D. would like to continue on the committee. But Polly C-C. wanted to mention that if anyone wanted to be part of the committee, she would welcome a third person. Angela G-C. spoke up with interest. Sophia D. asked clarifying questions.

- ☐ Finance Update (5 minutes)

  Reflective of the June 25th meeting. Sophia D. gave a brief overview of the meeting. Grants discussion around having a master listing of grants and when they generally happen, with a link to grant material and info. It would help with financial planning. It would help with annual performance review.

  ACTION STEP: Finance committee and Sara K. to create a Google doc to have a centralized location for grant information, materials and summary. To give a holistic view of the library's grant picture.

  Coin sale. Money may be used for a library seed fund. Money is to be held by the Friends group until further decisions are made.

- ☐ Update from Library Executive - Sara Knobel - See report (8 minutes)

  Discussion ensued about details from the report.

  ACTION STEP: Sara K. will reach out to our lawyer to find out the monetary limit for going out to bid for library construction.

  Angela G-C. moves to approve the vacation and sick time that Sara K. requested in her report. James M. seconded. All in favor, aye.

- ☐ Building & Grounds Update (5 minutes)

  Roll Over: **ACTION STEP**: Nancy D. will reach out to Brendan K. to pass over the list to distinguish between staff-handled tasks and those that we need to hire out for.

  ACTION STEP: Liz H. make name tags for each of the board members.

  ACTION STEP: Building and Grounds to set a date to meet.

  Polly made a motion to have Janna B. as an officer of the Building & Grounds committee. James M. seconded. All in favor, aye.

- ☐ Library Committee Assignments (8 minutes)

  Sarah L. and Nancy D. want to be on the Long Range Plan Committee. Sarah L. suggested that Liz L. be approached about being on the LRP Committee. And Janna B. is welcome to come and see if it is something that she'd like to be on.

  Sophia D. suggested it was necessary to have a charter for each committee. It could be as simple as a statement of purpose. Nancy D. will inform the board.

- ☐ FoGPL Update (if any) (5 minutes)

  Angela G-C. is the new liaison; congratulations!

- ☐ Old Business (15 minutes)
  - ☐ Approval of Security Camera Policy-N. Dailey

    James M. made a motion to approve the Security Camera Policy. Angela G-C. seconds.

    ACTION STEP: James M. to present to the board at the August board meeting alternatives to the current security cameras.
  - ☐ Roll over of Confidentiality of Patron Records

    ACTION STEP: Rolled over from June: Sarah L and Polly C-C. will confer with Sara K. and staff about what information GPL keeps.
  - ☐ Policies vs Procedures (previous action step) - N. Dailey

TABLED until AUGUST

- ☐ Law Enforcement in the Library- S. Lubold
    - ☐ FLLS Law Enforcement Inquiry Policy

  Sarah L. presented findings regarding LE in the Library. (Next work group meeting: Monday July 13th). More to come at the next meeting.

- ☐ New Business (10 minutes)
  - ☐ **ACTION STEP**: Formation of Literacy Advocacy Work Group
    TABLED until AUGUST
  - ☐ Policy Palooza Trustee Workshop - Wednesday, August 12, 10 to Noon at the FLLS
    Sarah L. gave information around this. Look at FLLS website for more information.

- ☐ Public Comment (3 minutes/ person)
  None.

- ☐ Executive Session
  None.

- ☐ Adjournment
  Sarah L. made a motion to adjourn. Janna B. seconded. The meeting was adjourned at 8:23 pm.

Next Meeting: August 13 2026

Action Items 2026

- Sexual Harassment Training Videos: Sexual Harassment Prevention Model Policy and Training
- Oath of Office within 30 days of the start of term, July 1
- Committee Assignments
  - Finance
  - Personnel
  - Law Enforcement in the Library
  - Trustee Recruiting/Nominating
  - Long Range Plan (2027-2030)