

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: Sara K. in the roll call section of Agenda, alphabetize the trustees by last name, then have Sara K. and Liz H. at the end.
ACTION STEP: Liz H 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.
- ☐ Finance Update (5 minutes)
Sophia D. gave a brief overview of the June 25th meeting. Discussed grants having a master list that includes when they generally happen, a link to grant material and info. It would help with financial planning and annual performance review.

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.
ACTION STEP: Finance committee and Sara K. to create a Google doc to have a centralized location for grant information, materials and summary.
- ☐ 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 a lawyer to find out what the monetary amount/cap is after which we are required to solicit bids for any potential library construction activity.
Angela G-C. moved 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 look over the list to distinguish between staff-handled tasks and those that we need to hire out for.
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.
ACTION STEP The ceiling continues to be moisture free; Sara K. will wait a bit longer before it is repaired and painted (from June minutes).
- ☐ 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. seconded.
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) - Nancy D.
TABLED until AUGUST
- ☐ Law Enforcement in the Library- S. Lubold
 - ☐ FLLS Law Enforcement Inquiry PolicySarah L. presented findings regarding LE in the Library. (Next work group meeting: Monday July 20th). 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.
 - ☐ **ACTION STEP:** Liz H. make name tags for each of the board members.
- ☐ 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