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

August 13, 2026 Regular Meeting - 6:00 p.m. in Library
Meeting called to order at 6:06p

- [ ] Roll Call of Trustees and Others (1 minute)
  - [ ] Janna Buckwalter, Bldg & Grounds, present
  - [ ] Polly Case-Codner, present
  - [ ] Nancy Dailey, President, present
  - [ ] Sophia Darling, Finance Officer, present
  - [ ] Angela Gian-Cursio, FoGPL Liaison , present
  - [ ] Sarah Lubold, Secretary, present
  - [ ] James Morningstar, Vice President, present
  - [ ] Sara Knobel - library executive, excused
  - [ ] Liz Honis - recording secretary, present

- [ ] Adoption of Agenda (2 minutes)
- [ ] **ACTION STEP**: Amended: Add Policy Review to new business for September board meeting.
- [ ] Amended: Remove Law Enforcement from Old Business, to be tabled until September
- [ ] Polly C-C. moved to adopt the agenda as amended. Janna B. seconded. All in favor, aye.

- [ ] Approval of Minutes from July 9 2026 Meeting (5 minutes)
- [ ] **ACTION STEP**: Liz H. to make the following adjustments to the July minutes: consolidation of appointments: have “Other Appointments” include Angela G-C. for personnel, Polly C-C. as chair, Nancy D. on the committee, LRP committee Nancy D. and Sarah L.
- [ ] Sarah L. moved to adopt the agenda, Angela G-C. seconds. All in favor, aye.

  - [ ] Review of **ACTION STEPS** **(10 minutes)**

- [ ] Approval to Pay Warrant $8441.59 (2 minutes)
- [ ] Spohia D. moved to approve paying the warrant. Sarah L. seconded. All in favor, aye.
- [ ] **ACTION STEP**: long term: understand the director reimbursement request procedure.

- [ ] Finance Update - S. Darling (5 minutes)

The finance committee met on July 24th and discussed proposed grants and calendar for grants, in order to give the board information and the ability to plan accordingly. They met again and talked about work to be done at the front entrance of the library and the proposed construction grant.

  - [ ] NYS Construction Grant 2026-2028
  - [ ] The finance committee agreed that Sara K. move forward with the grant. However, in her absence, Sophia D. has been tasked with speaking to the bank on the library's behalf. As per the following:
  - [ ] Board President, Nancy D. makes a motion for Sophia D. to represent the Groton Public Library Board of Trustees at the First National Bank of Groton to release a statement that funds are available to pay for library-specific grant-related expenditures through to the last day of June 2027. James M. seconded. All in favor, aye.
  - [ ] As the school liaison Sophia D. is going to be more informed and have a pulse on the information and documentation coming from the school, and furthermore report to the board. Stay tuned.
  - [ ] **ACTION STEP**: Sophia D. to present at the next board meeting a summary overview of reports for the board's understanding.
  - [ ] **(Roll over) 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 – S. Knobel - See report (10 minutes)
  - [ ] Review Homebound Program (tabled until next meeting)
    The application is in the packet, so the board should avail themselves of the information in the meantime.

- [ ] Building & Grounds Update (5 minutes)

Meeting set for Aug 25th at 6p.

  - [ ] **ACTION STEP:** The ceiling continues to be moisture free; look into repairs and painting.
  - [ ] **ACTION STEP**: Evaluate leak from vent in the Great Room ceiling, nearest to the main door. It was noticed by Nancy D. during Healthy Tuesday.

- [ ] Library Policy Review Committees (8 minutes)
  - [ ] Confidentiality of Patron Records Policy - Sarah L. and Polly C-C.

Everyone got a draft copy, any other feedback is welcome. Discussion ensued. Polly C-C. will look into existing library documents for more wording and clarity on voiced concerns. The board can review the policy again and offer up feedback.

A link will be added to page two of the policy, to link to the library's computer use policy (date reviewed by the board: 2/2026).

ACTION STEP: Polly C-C. is going to further investigate what happens to a patron's browsing history after computer use.

  - [ ] Charter needed for each committee - as simple as a statement of purpose.

The board creates the committees, the board sits on the committees, the board should have input on the statement of purpose for each of the committees.

ACTION STEP: Nancy D. is going to talk to Sarah G. of FLLS to determine if the statement of purpose needs to be voted on or simply reviewed by the board.

ACTION STEP: each committee should email a statement of purpose/charter draft to Nancy D. and Sara K. by the 3rd of September, to then be reviewed at the September 10th board meeting

- [ ] FoGPL update Angela G. (2 minutes)

Angela G-C. met with Sue H. They updated the Friend's spreadsheet. Excellent communication was had.

- [ ] Long Range Plan review - S. Lubold (10 minutes)

ACTION STEP: Check to see if Cathy K. has updated the Google doc.
ACTION STEP: Nancy D. will send Sarah L. the most recent information about the existing LRP.

ACTION STEP: Add to September board meeting: review the existing LRP and decide what should carry over to the next LRP.

- [ ] Old Business (15 minutes)
    - [ ] Book Sale Update - S. Knobel
    - [ ] Angela G-C. and Sarah L. gave an update on the progress of the book sale. Volunteers are already thinking about next year's plans. Fully staffed across the week. Anita will help with open/close. Money handling has been agreed upon and worked out.

    Tote bags for sale. On the last day people can fill the bag for free if they buy one.
    Instructions for the sale, this document is more or less ready and available for use by volunteers. (Some information needs to be made available to the public - especially regarding what forms of money will be accepted.)
    Look at the Friends of the Tompkins County Public Library (booksale.org) for their useful documentation of item prices.

    - [ ] Policies vs Procedures (previous action step) - N. Dailey

    ACTION STEP: Determine the last date of revision of the IDEAS statement. (The creation date of the Google document is 10-6-25)
    ACTION STEP: GPL Disaster plan is very detailed, should be shortened and the current iteration should be removed as soon as possible.
    Review the minimum public library standards (due to change in January 2027). Create a master list of policies. Evaluate what policies we have to have, what should be policies and what should be procedures.
    ACTION STEP: have the yellow and blue (minimum standard 11) documents from the policy pallooza event in the board packet for September's board meeting.

    - [ ] Law Enforcement in the Library- S. Lubold
        - [ ] FLLS Law Enforcement Inquiry Policy
    - [ ] Formation of Literacy Advocacy Work Group (previous action step)

    Nothing has materialized around this. But it is still a valuable endeavor. Nancy D. is willing to move forward, but does not have to be in charge. (Polly C-C. would like to take part, Sarah L. and James M. would like to be kept in the loop for potential future involvement.)

- [ ] New Business (5 minutes)
    - [ ] James M. to present about Library cameras currently in use

    Closed vs open circuit recording equipment for library survey system. James M. gave an overview for the board's benefit to make decisions about the library's security system.

- [ ] **ACTION STEP**: add to September board meeting that Sophia D. is to have a board education moment. (similar to James M's at this board meeting RE cameras).

- [ ] Public Comment (3 minute limit per speaker)

No public present.

At 8:16p Nancy D. requested a motion for the board to go into Executive Session. Sophia D. made the motion, Polly C-C. seconded.

- [ ] Executive Session

Board entered Executive session at 8:16pm 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.

Sophia D. moved to end the Executive session at 8:59p, James M. seconded. All in favor, aye.

Angela G-C. moved to approve flex time for Sara K. to work the book sale as per her request to the Board. James M. seconded. All in favor, aye.

- [ ] Adjournment

Sophia D. moved to adjourn the board meeting at 9:01p, James M. seconded. All in favor, aye.

Next Meeting: September 10 2026