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

October 8, 2026 Regular Meeting - 6:00 p.m. in Library
Meeting called to order at 6:01 p.m.

- ☐ Roll Call of Trustees and Others (1 minute)
  - ☐ Janna Buckwalter, excused
  - ☐ 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, present

- ☐ Adoption of Agenda (2 minutes)
  - ☐ Polly CC. moved to adopt the agenda as amended. James seconded. All in favor, aye.
- ☐ Approval of Minutes from September 10th Meeting (10 minutes)
  Angela G-C. moved to approve the September 10 minutes; Sophia seconded. All in favor, aye.
  - ☐ Review of **ACTION STEPS**
- ☐ Approval to Pay Warrant - S. Darling (2 minutes)
  Angela moved to approve the pay warrant in the amount of $6,124.59. James M. seconded. All in favor, aye.
- ☐ Finance Update - S. Darling (5 minutes)
  The committee met on Sept 25th. Brief review of meeting highlights,review relevant policies, grant tracking, book sale proceeds. “Finance and Business Committee” name change proposed. Discussion ensued about the process for transferring FoGPL funds to GPL for investment into a new CD account.
- ☐ Update from Library Executive – S. Knobel - See report (15 minutes)
  - ☐ Review Homebound Program
    An interview was conducted with a local individual who would benefit from such a program.
    Name and logo discussion ensued. The board leaned toward the open book iteration of Library without Walls, care & connect.
    ACTION STEP: board members to review paperwork (application, survey, procedure) for Library without Walls program and give feedback to Sara K. before the next meeting. (Rollover to Nov.)
    Discussed Halloween “Fright Night” at the Library and FLLS IT visit.
    Plans for basement cleanout were made and reviewed by GPL staff and Director.

Discussed search and hiring process for new Library Assistant.
ACTION STEP: Polly C-C. will look into how Sara K. should notate her time off request and how the board needs to respond following the request. (rolled from Sept)

☐ Building & Grounds Update - J. Morningstar (5 minutes)
Nothing to report - will meet on November 3rd at 6 p.m.
ACTION STEP: Sara K. to line up Brian Dates to paint ceiling (rolled from Sept)

☐ Personnel Committee Update - Polly C-C (5 minutes)
Polly reviewed recent committee conversations around the Civil Service Library Manager job description, annual director's evaluation process, and recent quarterly director's meeting.

☐ Library Policy Review Committees (8 minutes)
☐ Confidentiality of Patron Records Policy (vote) - Sarah L. and Polly C.
Polly moved to approve the Confidentiality of Patron Records Policy; James seconded. All in favor, aye.

☐ FoGPL update (if any) - Angela G. (2 minutes)
Angela reported about the basement cleanup conversation and donation check from the coin.

☐ Long Range Plan review update - S. Lubold (5 minutes)
The committee will begin drafting a timeline for the next LRP surveying and writing timeline.
ACTION STEP: Nancy will request Sarah G.'s collaboration about surveying for new LRP at Nov meeting

☐ Old Business (15 minutes)
☐ Formation of Literacy Advocacy Work Group (previous action step)
The committee formed with Nancy, Polly, Sara, and James.
☐ Confidentiality (rollover action step)
Completed above under "Library Policy Review Committees"

☐ New Business (15 minutes)
☐ FLLS Direct Access Policy - review and approve (will rollover to November)
☐ Summary overview of Financial Report - S. Darling
Sophia gave overview of financial reports and documents, as well as the goal of creating and maintaining a structured GPL financial overview for the Board in the future.
ACTION STEP: Sophia will check about need to rehire professional for 990 Extension Preparation and tax transfer to GPL accounts. She will also look into the library's fund balance.
☐ Resolution to Appoint New Library Assistant
Upon the recommendation of the Director, motion to appoint Glenn Sanders to the position of Library Assistant effective Monday, October 19th, 2026, at the pay rate of $22.20 per hour, subject to Civil Service, pending background check.
Angela moved to approve the Confidentiality of Patron Records Policy; Sophia seconded. All in favor, aye.
☐ Bingo Discussion ensued of monthly BINGO night with Board running the game. Start after the Holidays. Sara will ask if we can use the church's basement.

☐ Policy Review

☐ Public Comment (3 minute limit per speaker)

☐ Adjournment

Sarah L. moves to adjourn the meeting at 8:05p. Angelaseconds. All in favor, aye.

Next Meeting: November 12 2026