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

September 10, 2026 Regular Meeting - 6:00 p.m. in Library
Meeting called to order at 6:02p

- ☐ 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, excused
  - ☐ Angela Gian-Cursio, FoL Liaison, present
  - ☐ Sarah Lubold, Secretary, present
  - ☐ James Morningstar, Vice President, present
  - ☐ Sara Knobel - library executive, present
  - ☐ Liz Honis - recording secretary, present

- ☐ Adoption of Agenda (2 minutes)
  Sarah L. moved to adopt the agenda as amended. Angela G-C. seconded. All in favor, aye.

- ☐ Approval of Minutes from August 13 2026 Meeting (5 minutes)
  After discussion, the two documents from the Policy Palooza will be added to the online board documents instead of being printed for this board meeting.
  Angela G-C. moved to approve the August 13 2026 minutes; Polly C-C. seconded. All in favor, aye.
  - ☐ Review of **ACTION STEPS**

- ☐ Approval to Pay Warrant: $14,835.39 (2 minutes)
  Polly C-C. moved to approve the pay warrant in the amount of $14,835.39. James M. seconded. All in favor, aye.
  Insurance document received, available to review in the Google drive.

- ☐ Finance Update - S. Darling (5 minutes)
  - ☐ NYS Construction Grant 2026-2028
    This did not get submitted. Will be submitted next year.
  - ☐ Sophia D. gives a summary overview of reports (In Sophia's absence, this will roll over until the October board meeting.)

- ☐ 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.
    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.
  - ☐ L. Honis resignation & Civil Service Update
    - ☐ Bittersweet; Interviews will hopefully be scheduled for the week after next.
  - ☐ Surveys have been made and are being used.
  - ☐ Community read for FLLS looks excellent; books available in the system.

- ☐ Building & Grounds Update - Janna Buckwalter (5 minutes)
  The committee met on August 28th. Brief review of meeting highlights.
  Discussion ensued regarding various tasks that the Buildings and Grounds committee will look into it in the coming months.
  ACTION STEP: Recommendation to the board to require every contractor to have a certificate of insurance on file with the Groton Public Library with at least a million dollar liability coverage.
  ACTION STEP: The B&G committee to review the key inventory on file. Sara K. will share with them. And the board president will have a master key.
  Sara K. to line up Brian Dates to paint the ceiling.

- ☐ Library Policy Review Committees (8 minutes)
  - ☐ Confidentiality of Patron Records Policy to be shared and voted on at October meeting - Sarah L. and Polly C.
  - ☐ Charter needed for each committee - as simple as a statement of purpose. Many have been submitted. (Nancy D. has received: Personnel, B&G, LE@GPL; Still waiting on: Finance, LRP.
  - ☐ **ACTION STEP:** 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).

- ☐ FoGPL update (if any) Angela G. (2 minutes)
  Nothing to report.

- ☐ Long Range Plan review - S. Lubold (10 minutes)
  Keep overall A, B, C,...headings.
  The "Goals" may be changed or rolled into other titles.
  Look at things that need to carry on or need to be fazed out.

ACTION STEP: Board and Director asked to email Nancy D. and Sarah L. by the end of September with thoughts regarding points of interest within the LRP that should be emphasised or continued on to a new LRP.
ACTION STEP: Nancy D. to line up someone from FLLS to do a special presentation regarding GPL/library advocacy plan, in line with the LRP. To potentially be scheduled for the November board meeting.

- ☐ Update on progress with time frame, logistics, and implementation of new outreach to homebound patrons - done see above
- ☐ Update on new website—what is completed, what needs to be done. Plan to have new site up by the end of the month.
- ☐ Progress report on results from program surveys and best promotion strategies. Brief review from Sara K.
- ☐ Progress report on Buildings and Grounds maintenance schedule and plan and update on recent concerns. Done during B&G portion of board meeting.
- ☐ Update on remaining policies to be reviewed (Roll over).
- ☐ Service Model update

☐ Old Business (15 minutes)

- ☐ Book Sale Update - S. Knobel & A. Gian-Cursio

Sara K. and Angela G-C. each gave a brief update. Send thank you cards to volunteers.

- ☐ Donation to the church

Angela G-C. wholly supports this idea.
Polly C-C. made a motion to approve a $500.00 donation to the Groton Community Church for the use of their space for the book sale. Janna B. seconds. All in favor, aye.

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

ACTION STEP: GPL Disaster plan is very detailed, should be shortened and the current iteration should be removed as soon as possible.

- ☐ Law Enforcement in the Library- S. Lubold

The group did not meet. Roll over to October.

    - ☐ FLLS Law Enforcement Inquiry Policy

- ☐ Formation of Literacy Advocacy Work Group (previous action step)

Roll over to October.

☐ New Business (5 minutes)

☐ Public Comment (3 minute limit per speaker)

☐ Adjournment

Sarah L. moves to adjourn the meeting at 7:38p. James M. seconds. All in favor.

Next Meeting: September 10 2026