

Groton Public Library Board of Trustees

Library Mission: To promote literacy by providing a wide range of reading for all ages in many formats and to serve as a center for community information services.

Minutes

November 10, 2022 Regular Meeting - 5:30 p.m. in Library

Meeting called to order: 5:44 PM

- Adoption of Agenda: Monica Dykeman made a motion to approve and Cathy Howard seconded the motion. So moved.
- Roll Call of Trustees and Others
 - Kathy Howard - president - present
 - Monica Dykeman - present
 - Kelly Smith - Bldg Grds - present
 - Cathy Klimaszewski - vice president - present
 - Betty Conger - finance officer - arrived at 5:46
 - Mary Meeker - secretary - present
 - Betty Yaichuk - resigned
 - Sara Knobel - Library Executive - present
 - Pat Berry - Recording Secretary - present
 - Guest Penny Carpenter
- Approval of Minutes from October 13 2022 Meeting
Mary Meeker made a motion to approve the October 2022 Minutes. Kelly Smith seconded. So moved.
- Approval to Pay Warrant in the amount of \$3,098.50
Betty Conger made a motion to pay the warrant of \$3,098.50. Mary Meeker seconded it. So moved.
- Guest Penny Carpenter - Google Drive, Tech Support
Penny made a presentation on how to access the Google Drive and how to find folders and files within it.
Penny offered the Board any support they need to access Google Drive for Board information and other areas of expertise on how to use Google Drive.
- Trustee Training 2023 - waiting to hear more from FFLS about this for the 2023 year.
- Personnel Report - nothing at this time
- Accountant Update
 - 990 - Kelly Smith - we have an extension until May 2023
 - Audit - Betty Conger - school did not want to do this. Do we actually need an audit for the 990? Kelly will be talking to Sarah Glogowski at FLLS about some of these issues.
 - According to Monica Dykeman the School audit does not cover the the library's audit
- Update from Library Executive - Sara Knobel
See Director's Report.
Questions came from the Board about how scheduling is done at the library. It was explained that Pat updates the monthly staff calendar with Sara's input. Payroll is recorded on payroll Sheets that are turned in monthly.
Weekly Outreach is now happening on Healthy Tuesdays with two rural workers from Families and Children Services of Tompkins County. They will assist people with finding resources and services.

Monica Dykeman brought up that a trained adult should be present at the GSA group meetings on Thursdays in order to protect everyone involved.

The Board suggested the possibility of holding some sort of training at the library about how to find accurate information on the web.

Tompkins County Recovery Grant - hybrid meeting equipment

- Building & Grounds Update (if any) - Kelly Smith

The FoGPL reached out and got two proposals to do some landscaping work around the library.

The first proposal was from Glenn Fritts at ecountree.com the second was from Cayuga

Landscape. Monica Dykeman made a motion to approve the Glenn Fritts proposal that the library pays half and the Friends of the Library will pay the other half. Kelly Smith seconded the motion. So Moved.

- FoGPL Update (if any) - Kathy Howard - see above from Building and Grounds
- Executive Session - Compensation
- Adjournment

Next Meeting: December 8, 2022

Policy Assignments

Collection Development - Cathy

Finance - Betty

Facility - Kelly

Long Range Plan - Mary & Cathy - 11/30/22