


Minutes

Greenwich Free Library Board of Trustees Monthly Meeting September 18, 2019, 7:00 PM, Community Room

Attendees: Patrice Abate, Claudia Blackler, Audrey Fischer, Walter Grom, Ellen Ketchum, Pat Lamb, Jim Nolan, Kristen Parillo, Teri Pendergrass, Annie Miller (Library Director)

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	Minutes approved without edits for the 8-28-19  Approved Minutes meeting. 8-28-19 Library Board	
Committee Reports- <i>Building Committee</i> (Teri, Jim)	New sign proposed for front of building that will allow secure and weather-proof display to publicize events.	Annie getting quote on sign.
<i>Events Committee</i> (Patrice)	Gill Room Opening on Sunday 10/6/19 from 2:00-5:00. Annie has approved a refreshments budget of \$100.00. Committee will meet in coming week to discuss specifics of the event (program, flow, etc.) A letter is going out to a handful of local businesses to ask if they would like to donate food items to the reception. Event has been advertised via library social media. Paint & Partake has been advertised via social media.	Walk-thru of Gill Room event. Letters to local businesses. Purchase of refreshments.
<i>Fund Raising and Finance</i> (Ellen, Jim, Annie)	Need to approach area businesses to help us meet the \$40K match. Need to start annual appeal letter (we are behind from last year).	Formulate list of businesses/donors. Begin work on annual appeal letter.
<i>Gill Room</i> (Claudia)	Gill Room is open to patrons.	Need quote to resolve dehumidifier situation.
<i>Marketing & PR</i> (Pat)	Pat is promoting the Paint & Partake and the Gill Room Opening.	
<i>Policy</i> (Audrey, Jim, Kristen)	Committee is working on policy for financial and public space policy. Should have copy for the next meeting.	

PUBLIC COMMENT	No public present.	
GILL ROOM REPORT	Sandy not present. Report delayed.	
FRIENDS REPORT (Audrey)	Donations will be accepted as soon as an announcement is made to the public. Anticipate this to happen in 7 to 10 days.	
MONTHLY FINANCIALS	Monthly financials approved.	
LIBRARY DIRECTOR'S REPORT (Annie)	<p>Greenwich Free Library - Director's Report to the Board- September 18, 2019 Annie Miller</p> <p>SALS: Figures for August: New cards issued -14/ Borrowers - 546/ Patrons - 3,474/ Holdings -26,606/ Check outs - 3,474/Holds filled - 708/ Items added - 142/ WiFi clients 439/ Computer usage 502 sessions / Door Count 4,065/ Staff hours - 420.25 Annie 91 -Volunteer hours 177</p> <p>Financial: Attending Town Board budget workshop 9/17 First 2020 budget meeting with Ellen 9/19</p> <p>KEY PRIORITIES: Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities Little Learners is hosting 3 special events for families with young children. Reaching out to WIC and Headstart National Novel Writing Month programming</p> <p>Preservation and Access to Local Historical Documents Goal: Enhance access to an expanded collection of paper, photo, and digital sources and documents related to the history of</p>	

	<p>the greater Greenwich community.</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages Little Learners, after a successful summer, has started its fall schedule</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community 1038 Facebook followers Voter registration here on Sept 24th Online room booking has gone live!</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services. Community room count:</p> <p><u>Construction 2017-18:</u></p> <ul style="list-style-type: none"> • Done! <p><u>Construction 2018-19:</u></p> <ul style="list-style-type: none"> • Now that we officially know we're getting the money, I will be having a meeting in early October with BRM to initiate the next part of the planning process. <p><u>Construction 19-20:</u></p> <ul style="list-style-type: none"> • I have set the ball rolling on quotes for signage (Thanks Teri!), an updated fire alarm system and shades for the front windows. <p>Other: I attended the Association of Rural and Small Libraries annual conference in Burlington</p>	
<p>OLD BUSINESS</p>	<p>SHELVES IN FRIENDS' SPACE. The shelves installed by Dan Fischer will be paid for by the library. There will be policy work done to clarify the authorization of materials to be purchased and services to be provided to the library in the future to avoid confusion.</p>	<p>Policy committee to work on language for purchase authority.</p>

<p>NEW BUSINESS</p>	<ol style="list-style-type: none"> 1. CENSUS. Annie asked for board members to sign letter to Governor Cuomo to ask for release of funds for libraries to assist in upcoming census. 2. KEY SIGN-OUT. New form developed that will ask for details on keys out including what key, why needed, and contact info. 3. NYLA. Discussion on individual vs institutional membership to N.Y. Library Association (NYLA). Greenwich Free Library will become institutional member which will allow for librarians, staff, friends, trustees to all use the benefits of the NYLA including professional development, workshops, and continuing education. 4. LIBRARY GARDENERS. Annie recently discovered the gardeners have their own bank account setup. For accounting purposes, this account should not be separate and instead their balance should appear as an account within the library bookkeeping. This issue will need to be resolved <p>with the gardeners and future policy should be examined.</p>	<p>Policy committee or finance committee should look at policy concerning finances and spending for groups/entities such as Friends, Gardeners, etc.</p>
<p>MEETING CONCLUDES 7:52</p>		

Minutes signed: *Patrice M. Abate*