

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

APRIL 2023 MEETING MINUTES

Regular Monthly Meeting

Wednesday, April 19, 2023

7:00 pm

Community Room

Attendees: Patrice Abate, Sarah Murphy, Aaron Northrup, Mary Ann Spiezio, Teri Pendergrass, Paul Thurston, Dave Wever, Sandy McReynolds

1. Call to order 7:10 pm
2. Board Action Items
 - a. Approval of proposed March 15, 2023 Minutes (separate document)
Paul made a motion to approve the March meeting minutes. Teri seconds. Board approved.
 - b. Reapproval of the January and February minutes with Dave Wever added to Facilities Committee (separate documents)
Aaron made a motion to reapprove Jan. & Feb. meeting minutes. Teri seconds. Board approved.
3. Board Committee Reports
 - a. Facilities Committee (Aaron, Dave, Paul, Teri) – Repair and paint for the community room as well as cleaning will be done by the end of this month. Teri will tell the painter there will be more ceiling repair work where the track was. Dave and Paul will remove the track on Friday morning.

Dave is going to research pricing on large screen TV and stand, which would allow us to also remove the projector mounted on the ceiling and screen. For now we are going to remove the screen from the wall on Friday as well. We will borrow Aaron's screen in the meantime.

Quinton Kapper has agreed to do spring cleanup, less the mulching which the gardeners will take care of.
Teri made a motion to hire Quinton for spring cleanup and lawn care. Patrice seconds. board approved.

With regard to the trees discussed at our last meeting, Quinton asked the bank if he could park in their lot while removing the trees that need to come down and they

said no. He then suggested that we leave them for the time being and take them down when we absolutely need to.

Sign colors have been approved. Parking signs will cost an additional \$1,700 for 4 signs, double sided. The sign company will not include the posts, so we will have to take care of getting the posts and putting them up. Sarah will be resubmitting the grant request and needs quotes for some of the other miscellaneous items we will need for the posts and paint.

We have not had a plumbing incident in a couple of weeks, but there may be a pitch problem per Dave. We seem to have a problem when there are a lot of people in the Library using the toilets. Dave will have to look up some possible solutions. In the meantime, Emily has made some signs for the bathrooms requesting people not flush anything down the toilets.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Annual appeal has raised \$6,880 towards our goal of \$17,500. Sarah is working on an infographic explaining what we do with the donations received to share on social media and included in the next newsletter. We can also put the status in the newsletter.
 - c. Material Review Committee (Cliff, Patrice, Paul) – No response from the patron to appeal the book review decision. Sarah recommended that we listen to last Friday’s WAMC round table discussion related to a Drag Queen Story Hour.
 - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Our insurance company will allow us to establish the relationship with the Adirondack Health Initiative that would allow us to administer Narcan here. Sarah said that the staff is fully behind it and would attend the training, but it would not be mandatory.
Patrice made a motion to partner with the Adirondack Health Initiative to administer Narcan at the library. Paul seconds. Motion passed.
 - e. Board Recruitment (Cliff, Patrice) – No update.
 - f. Personnel & HR Committee (Mary Ann, Paul) – We have two finalists for the Library Assistant position and Sarah will check references tomorrow.
4. Gill Room Report (presented by Sandy McReynolds, Historian)

FB:

602 Likes (+5)

652 Follows (+6)

Requests since February 24th:

- History of Battenville
- Information on Braymer from Hebron
- Information on Freeman

- Information on Fuller—cemetery inscription confirmation
- History of churches in Washington county – only can give info on Greenwich
- Two questions on the old Trolley bridge on Better Bee property
- Photo request on house moved when road changed – by Advance Auto
- Early history of Dunbarton Mill site– for LaBella Associates
- Greenwich Cemetery stone question—Section AC 241—why all white stones and why all women?
 - Answer: It was the Home for Aged Women plot. ~20 graves.

Other:

- Attended CDLC zoom program on Preservation Myths

Hours: February 12 – April 19, 2023

Name	Gill Room Hours	Outside Hours
Claudia	15.5	
Wallace	4.5	8
Roger		
Nancy	16.75	
TOTAL HOURS:	36.75	8
PATRON USE:	17	

5. Friends of the Greenwich Free Library Update – No update other than what it is in Sarah’s Director’s Report
6. Treasurer’s Report – Going forward we will review actual transactions on a monthly basis and profit and loss statements quarterly. We reviewed the Q1 P&L and monthly transactions for January, February and March, which are also available on the shared drive. **Teri made a motion to approve the transaction reports for January, February and March. Aaron seconds. Motion approved.**

Sarah asked that someone from the Finance Committee review the Glens Falls National and JP Morgan account statements. Paul agreed to do so, but we will ask Ellen to review them quarterly going forward and add a summary to the quarterly report for us as part of the Treasurer’s report.

7. Library Director’s Report –

March Statistics: Check outs – 3,086; Borrowers – 448; Holds Satisfied – 754; New Cards Issued – 20; Computer sessions – 201; WiFi uses – 490; Cossayuna WiFi – (no count for March); Overdrive checkouts – 353; Kanopy Plays – 55 ; Visitors to the library (door count)

- 3,677; Community service sessions - 41; Community service attendees - 359; Library programs/events (general) - 20; Library program/events attendees - 374; Early Childhood programs/services - 19; Early Childhood attendees - 407; Volunteer hours - 149; Farm 2 Library participants - 287; pounds of food waste diverted for compost - 583.6

Statistical highlights and wonderings: Our door count for March 2023 is 61% higher than March 2022, and the number of general program attendees is 388% higher for the same period. This is partly to do with relaxed attitudes towards COVID-19, but I think we can also view these numbers as success measures for our strategic planning goals.

STRATEGIC PLANNING GOALS:

Public Promotion

A1 *Comprehensive communications strategy:*

- Sydney Nichols is at work on website updates now. SALS is setting up a development version of the site for her and provided her with recommended themes and plug-ins. We expect to have a draft of the redesigned home page in time for next month's meeting.

A2 *Expand patron base; A3 Reduce barriers to access:*

- Fines and Fees amnesty: Including a pledge, we've raised \$424 to go towards lost books, and the Friends have offered to cover the balance to get us to \$500 (the average amount we take in for book replacement fees in a year).

Programming

B1 *Programs that fulfill patron needs*

- Unpacking Back Pain was at capacity - this was a new program that we tried, but it seems clear that it is fulfilling a specific need in our community, and we will make plans to offer more like it
- Yoga for Kids has been going very well, and most sessions are at capacity
- Our Zoom on Composting (3/21) was successful and well attended, and there is interest in the community to expand a similar program on a municipal level. However, we did experience an unfortunate "Zoom Bombing." Though rare at this point, we are proof that they still can happen. We have measures in place to prevent this.
- Daniel Tiger's picnic was at capacity (3/18) as was SoulCollage on the same afternoon.

B2 *Give local artists, writers, creators, and experts a platform:*

- Bonnie Hoag will be hosting a poetry writing workshop on April 27
- Naomi Meyer and Rachel Truax are helping us out by leading the "Paint and Partake" fundraiser on 4/28. We will also ask Rachel to create a summer window painting display to help us celebrate Summer Reading (to launch during Whipple City days)
- On May 11th, we are hosting a screening of the documentary *The Silent Epidemic*. The filmmakers both grew up in the area (though they no longer live locally).

B3 *Provide Creative and Unique new programs*

- Gamers Cafe (all ages) on Fridays begins 4/21; Super Hero Party for kids of all ages on the 22nd; on May 20th we will present our "Grand Opening" of the Greenwich Free Dog Library along with a party for all ages.
- Emily Sargent and Emily Gates, our youth programming coordinators, are both attending the New York Library Association's Youth Services conference next week in Lake George. I am sure they will return with extraordinary new ideas.

Partnerships

C1 & Local not-for-profits

- On April 20, five cast members from the Fort Salem Theater's upcoming musical *You're a Good Man, Charlie Brown* will join us for our afternoon Story Hour. They will perform a song from the show and read stories.
- Representatives from Lucky Puppy in Argyle and Salem's Community Cats will join us for the Dog Library event on May 20th. Both will bring adoptable pets.

C2 Local businesses and entrepreneurs:

- Victory View Vineyard is selling wine for our Paint & Partake Fundraiser on April 28th (special permit has already been obtained from NYS) - please note that I made a mistake in last month's report and wrote that they were donating wine. They are offering it for sale.
- Argyle Brewing will return to sell brews at our Dog Library event on May 20th

Place

D1 Using the space we have

- Once our spring cleanup is complete, we will bring the Adirondack Chairs back outside

D2 Building and System Maintenance

- See Facilities report

OTHER

Fundraising

- **Annual Appeal:** We have so far raised \$6,880 towards our goal of \$17,500. I had hoped to be a little closer by now. I am working on an infographic to display at the library and on social media to highlight how donations are being used (for example, \$17: average cost for a book; \$600: average monthly book budget; \$1000: dream monthly book budget)
- The **Paint & Partake Fundraiser** is at capacity and will bring in \$400 (expenses were minimal). We are so grateful to Naomi for organizing it and donating her time.
- KC is hard at work planning the **Plant Sale** for Saturday, May 13th. We are still seeking donations from individuals and organizations of both flowers and vegetables.

eBooks

- The Overdrive app will be discontinued and all patrons will need to use the Libby app. I am looking for ways to help the public make this transition; if anyone is a big eBook or streaming audiobook user and wants to help out, let me know.

8. Period for Public Expression - none
9. Old Business - AED Grant has not yet been released, but we will go forward with this. Gabe from the Mary McClellan Fund and said that it was a 99% approval rate. We will pursue that.
10. New Business – Should we do something for John Merrill? He was a board member for a long time. Patrice will pick up a card and we will plant a tree.
11. Dates of Future Board Meeting Calendar – Next meeting scheduled for Wednesday, May 17, 2023
12. Adjournment 8:25 p.m.