

GREENWICH FREE LIBRARY
BOARD OF TRUSTEES
AUGUST MEETING MINUTES

Community Room

Wednesday 08/17/2022

Attendees: Patrice Abate, Ellen LeCompte, Cliff Oliver, Teri Pendergrass, Paul Thurston,

1. Call to order 7:00 pm
2. Board action items
 - a. Approval of proposed July 20, 2022 Minutes
Ellen L. makes motion to approve the minutes. Teri seconds. Board approves.
3. Board committee reports
 - a. *Facilities Committee* (Teri, Paul)
With the assistance of Lisa Hayes, the Library will apply for funds through the NYS Construction Grant. Grant applications are due to SALS in early September (9/5). We plan to include replacement windows for the Community Room, replacement lighting for the Community Room (to match the remainder of the Library). These improvements will both boost the energy efficiency of the Community Room. Further, we will look to make modifications to the storage closet and kitchen area. The renovations will allow the tables to be stored in the storage space (to free up floor space) and also make the kitchen for usable to programming. Lisa Hayes will work on our behalf to get quotes for the proposed renovations to the Community Room and restrooms.
4. Strategic Plan Update-Board members who are not serving on the Strategic Planning Committee and who have not filled out a volunteer survey received a survey tonight. This will mean all board members will now have participated in the Strategic Planning process.
4. Treasurer's Report
 - a. Approval of Monthly Transactions (separate document)
Teri makes motion to approve the monthly transactions. Patrice seconds. Board approves.
5. Library Director's Report (provided by Sarah Murphy, Director)

Greenwich Free Library - Director's Report to the Board– August 17, 2022

July Statistics: Check outs – 2,777 ; Borrowers – 414; Holds Satisfied – 511; New Cards Issued – 18; WiFi uses – 559; Cossayuna WiFi – 97; Overdrive checkouts – 297 ; Kanopy – 61 Plays; Visitors to the library (door count) – 2640; Community service sessions – 21; Community service attendees – 151; Library programs/events (general) – 3; Library program/events attendees – 86; Early Childhood programs/services – 9; Early Childhood attendees – 105; Volunteer hours - 133.5; Farm 2 Library participants – 387; pounds of food waste diverted for compost – 315

KEY PRIORITIES:

Literacy Education Goal: *Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities*

- Fall children's and after school programs are still being developed
- Lego Club is up and running, and a big hit
- As a reminder, most onsite programming will go on hiatus the last week of August and first week of September
- But, Emily S will be hosting two outreach story time sessions at the Fair, in coordination with the Washington County Historical Society's caboose.

Lifelong Learning Goal: *Create innovative learning opportunities for community members of all ages*
Programming updates:

- Summer Reading: as of this writing, 108 individual readers have logged 141,391 pages. It is not too late to [participate!](#)
- Adult and general audience programs for September will include: Local author Hollis Palmer on 9/14, Voter Registration Day on 9/20, and Folk Music Night on 9/23

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 the greater Greenwich community.*

- See Gill Room report

Community Engagement Goal: *Improve service of, integration into and recognition by the community*

- Endless Summer Lawn Party: Wednesday August 31st. We've booked Mr. Ding-a-Ling and Screaming Eagle concessions, and are working on permitting with the village. We've also submitted a request to the town to use some of the Commons area and picnic tables. Staff members are hard at work preparing for this event, and I really hope many board members can attend. In addition to celebrating our Summer Reading program, we are also using the party as an opportunity to debut some new items for our Library of Things, so that patrons can borrow lawn games and other items after we use them for the party.
- Both Paul Thurston and Kathy Nichols-Tompkins encouraged me to consider a regular contribution to the *Journal & Press* as a way to build our library audience and get the word out, not just about library programs and events, but about the general ways that the library is connected to and supports our community. It was a great idea, but I didn't want to take it all on by myself, so we will have a rotating cohort of writers from the library staff, volunteers, and board (if anyone is willing!). My first contribution is in this week's paper, and KC has agreed to write our next entry.
- I have been asked to participate on a town and village committee to help implement a NY Forward Grant. The bulk of this work will begin in January, but only if the grant is awarded.

- Assembly Woman Carrie Woerner visited for our afternoon story time with Emily Gates last week.
- Still working on plans for fines and fees amnesty. SALS is a system-wide overdue fines clean up, but it hasn't happened yet and is moving slowly. Once that happens, we can move forward on forgiving the overdue fines that our patrons owe to other libraries. Once we've completed that, we can discuss how to fund an amnesty for those who owe fees for lost or damaged items.
- We still need two volunteers to build our remaining Little Free Libraries, to be placed at the Cossayuna fire house and the Greenwich "Beach" park. We still have grant money that we can use for materials.

Facility Enhancement Goal: *Provide a comfortable and welcoming physical environment that supports our programs and services.*

- With help from Lisa Hayes, we plan to apply for state funding to implement lighting in the Community Room to match that of the Children's Room. We will also apply for funding to do the partial replacement of windows and possibly tinting for the upper windows. The grant application is due to SALS on September 5th

6. Period for Public Expression

No public comments

7. Old Business-N/A

8. New Business-

Due to conflicts, the September meeting of the Greenwich Free Library board of trustees will meet on Monday, September 19th at 7:00 p.m. in the Community Room.

Teri makes motion to approve the monthly transactions. Patrice seconds. Board approves.

9. Dates of Future Board Meeting Calendar-Next meeting scheduled for **MONDAY September 19, 2022** at 7:00 pm in the Community Room

10. Adjourn 7:45 p.m.,

Minutes signed by Patrice M. Abate