

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

AUGUST 2023 MEETING MINUTES

Regular Monthly Meeting

Wednesday, August 16, 2023

7:00 pm

Community Room

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

1. Call to order 7:04 pm
2. Board Action Items
  - a. Approval of proposed July 2023 Minutes (separate document)  
**Teri made a motion to approve the July meeting minutes. Paul seconds. Board approved.**
3. Board Committee Reports

- a. Facilities Committee (Aaron, Dave, Paul, Teri) – Issue with the HVAC contractor. They miss obvious things and things don't work when they leave. We need to consider a PM program. Dave has tried MainCare. Dave is going to get some quotes for preventive maintenance. We will let the current contractor finish the work that has been started. The lights have been put in. The rail has been installed for hanging art in the community room.

We were awarded \$128,978 and we have a matching amount that is much smaller to be used for the renovation of the Community Room. The lights will be replaced and may be dimmable and on separate switches. We will add cabinetry for additional storage space. The current kitchen and the closet will be demolished and rebuilt. Carpet will need to be replaced. We will have to pay for the replacement and repair of the windows. We are meeting with Lisa Hayes in September. We will have to ask if we can make some repairs to the bathrooms with this money. The space will not be available during construction. We need to find out when the money will be available.

There is a grant due in the beginning of September for the outdoor space, done by LaBella. The likelihood of us getting much is slim because other local libraries will be applying for funding for significant projects. Landscaping is not eligible for funding through these grants, but buildings are and there are some ideas for a performance stage. We would need to have our property line resurveyed. We already know that our driveway is on the edge of the bank lot. We like the amphitheater placement at the back of the lot.

We would have to do test wells before we know if geothermal is a possibility. We can apply for money for test wells but only at the same time as the full grant for installation of geothermal. Testing alone is in the tens of thousands of dollars. Plan is to not rush this application for early September as it is not realistic. Patrice will let Andy know we will wait until next year to apply for grant funding for the outdoor space. Patrice asked Sarah to print up some copies of the proposals to share with the staff, making sure they know that we are not pursuing anything for this year. Solar is not recommended for our roof because it is so old. However, if we build a structure in the backyard space we could put solar panels on that.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – We need to start thinking about our single source funding. We had previously made the decision to do that this year, but Linda from the Easton Library is asking us for clarification and an explanation as to how this will impact their funding. Paul suggested that we communicate that we will no longer receive money from the Village or the Town. Taxes will not necessarily go down. Paul stated that our budget compared to Schuylerville’s is much less. We can’t have certainty in our budget each year without going to single source funding. Sarah suggested that, if we lost funding, there are other ways to raise money. Paul will talk to Linda Borden. We need to have a meeting with the Business Administrator at the school, who will collect the money on our behalf. If we go the single source route and it is voted down, we would just receive the same funding from the school that we had this year. We are already not going to have the \$20k of COVID money that we had this year, so our budget will take a significant hit.
  - c. Material Review Committee (Cliff, Patrice, Paul) – Nothing to report.
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Nothing to report.
  - e. Board Recruitment (Cliff, Patrice) – Still waiting on Cliff to see if Christian wants to join. Audrey Fisher is interested in returning.
  - f. Personnel & HR Committee (Mary Ann, Paul) – Sarah has completed all but one of the staff reviews and everything went well.
4. Gill Room Report (presented by Sandy McReynolds, Historian)

FB:

602 Likes

655 Follows

Requests:

- Newspaper scan 1863, 123 rd Regiment in Chancellorsville
- Photos/info on building in Middle Falls (Spiezio taxidermy building)
- Genealogy requests: NY genealogy links website. Reference page for genealogists; Van Schaik

Other:

- Participated in the youth program library exploration. It was decided by majority vote, choices were: cow (1), turtle (3), dinosaur (2), bear (7), and—the new Gill Room Mascot will be..... a black lab, with the majority vote of 23.
- Sydney Nichols, at Owl Pen Books was gracious enough to donate a few titles to our collection.
- Donation of old papers/receipts found during the renovation of the building next to the post office (formerly the Sears Catalog store). Soon to be new laundromat location.
- Met with Bill Farnham in Gill Room on July 30, Potter Genealogy
- Donations: Ink Well filler, school bell from Bessie Hillman, the final teacher for the Beech Hill and Bald Mt. schools
- Issues: Pocket Door latch not working again; request a picture rail hung on wall above microfilm reader

Hours: July 19 – August 16, 2023

Name	Gill Room Hours	Outside Hours
Claudia	1.75	
Wallace	0	
Roger	0	
Nancy	1.75	
Total Hours		
Patron Use	3.75	

5. Friends of the Greenwich Free Library Update – No report.
6. Treasurer’s Report – Review of the transaction for the month of July. **Paul made a motion to accept the Treasurer’s Transaction Report. Dave seconds. Board approves.**
7. Library Director’s Report –

**July Statistics:** Check outs – 2517; Borrowers – 465; Holds Satisfied – 506; New Cards Issued – 17; Computer sessions – 174 ; WiFi uses – 431; Cossayuna WiFi – 58; Libby checkouts – 351; Kanopy Plays – 81; Visitors to the library (door count) – 2,445\*; Community service sessions – 32; Community service attendees – 177; Library programs/events (general) – 27; Library program/events attendees – 394; Early Childhood programs/services – 9; Early Childhood attendees – 179; Volunteer hours - 131; Farm 2 Library participants – 225; pounds of food waste diverted for compost – 802

\* Our door counter stopped operating at some point during the month, so this number is low

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### ***A1 Communications***

- We have been regular column contributors to the Journal Press for a full year. Feedback indicates that there are readers who appreciate the column, and we plant to continue. Ideas, pitches, and guest writers welcome!

#### ***A2 Expand patron base; A3 Outreach services:***

- We hosted over 60 campers from the town program in early August, and distributed library card applications
- Emily S and Emily G will be providing outreach services at the Washington County Fair on the morning of Aug 24

### **Programming**

#### ***B1 Programs that fulfill patron needs***

- [August programs and events](#) are all listed on the calendar. Highlights include 2 visiting authors (one children's, one adult), the continuation of the monthly Writers Reading group, hosted by Bonnie Hoag, and a Hula Hoop fitness class led by Lynn Jackson.
- Butterfly Raise and Release take-away kits have returned, thanks to Emily Sargent.
- Summer Reading update: 199 people of all ages have signed up, and participants have read 183,405 pages as of 8/16/23
- Our second annual Endless Summer party will be on Wednesday August 30th from 4-6.

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

- I attended the LARAC grantee ceremony earlier this month, and was honored to accept the awarded funds for our Music at the Library series. Our next event will be on the 30th, following the Endless Summer party, featuring Roadside Blues Band.
- Musician and educator Chelsie Henderson will join us for the Endless Summer Party.

#### ***B3 Creative and unique programs that introduce participants to new ideas or experiences:***

- The educational seminar with Alliance for Positive Health and the Hope and Healing Recovery Community Center was last week. Three staff members, two board members, and several volunteers attended, as did members of the community.

### **Partnerships**

#### ***C1 & C2 Local not-for-profits; Local businesses and entrepreneurs:***

- The following community partners will be representing at the Endless Summer Party: Comfort Food Community, Greenwich Youth Center, Reality Check (AHI), and SAIL (Southern Adirondack Independent Living)
- We are partnering with the Schuylerville Library to seek out grant funding to offer ukulele classes to seniors. Chelsie Henderson has agreed to lead the program.

### **Place**

Breaking news! I received this notice today: "The New York State Education Department/New York State Library is pleased to announce that your library's application for the 2022/2023 State Aid for Library Construction Program has been approved for the amount of \$128,978. The project will be funded in accordance with Education Law Section 273-a and Commissioner's Regulations 90.12."

This is funding for our Community Room improvement and construction project, which will include new lighting, window repairs, new cabinetry and storage, and kitchen demolition/construction. I've been in touch with Lisa Hayes, and we agree that planning can comments in late September, and the first step will be a meeting for staff and a board committee to hear from Lisa about what has been proposed, how we will proceed, and how this will affect Community Room programming

**D1 Usage of all library areas**

- We will be hosting the Memory Project Holocaust Remembrance exhibit (supported by SALS) in January 2024, and I plan to use the lower level. Some adjustments and aesthetic improvements may be required.
- We will also need to better use the downstairs rooms when the Community Room is under construction. This will unfortunately limit certain community programs, but we will do our best to accommodate as many groups as possible while still maintaining our own programming.

**D3 Enhance outdoor spaces**

- See Concept Drawings from LaBella for potential future outdoor space

**D2 Building and System Maintenance**

- See Facilities report

**Preservation**

**E1 Youth programming**

- Thank you to Sandy for hosting small groups during the Summer Camp's visit earlier this month

**OTHER**

**Fundraising**

- **Annual Appeal:** We have raised \$15,197.25 towards our goal of \$17,500. I'd like to close out this campaign at the end of the month.
- Anyone interested in adding a fundraising element to the Endless Summer Party?

8. Period for Public Expression – No members of the public in attendance

9. Old Business - none

10. New Business – none

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for Wednesday, September 20, 2023

12. Adjournment 8:33 p.m.