**GREENWICH FREE LIBRARY**

**BOARD OF TRUSTEES**

**DECEMBER MINUTES**

Community Room Wednesday 12/21/2022

Attendees: Patrice Abate, Ellen Fronhofer, Sarah Murphy (Director), Cliff Oliver, Teri Pendergrass, Mary Ann Spiezio, Paul Thurston

Staff/public: Marge Maxwell, KC Scott

1. Call to order 7:00 pm
2. Board action items
3. Approval of proposed November 16, 2022 Minutes (separate document).

*Paul makes motion to approve the minutes. Cliff seconds. Board approves.*

1. Board committee reports
2. *Facilities Committee*-We are hiring painters for the restrooms and Sarah’s office. Company is 2 Men and a Brush.

Motion to hire painters at a cost of $750.

*Teri makes motion. Patrice seconds. Board approves.*

1. *Policy & Audit Committee*-Our internal review will happen soon.
2. *Board Recruitment Committee*-Dave Wever to return to board service starting with January 2023 meeting
3. Strategic Plan Update-Plan has been largely finished and now working with designer on layout. Should have plan ready for review at the Annual Meeting
4. Friends of the Greenwich Library Update-There has been more interest in the Friends and (4) new people have signed up for membership
5. Treasurer’s Report

Motion to accept Monthly Financials for Sept, Oct, Nov (separate documents)

*Mary Ann makes motion. Paul seconds. Board approves.*

1. Library Director’s Report (provided by Sarah Murphy, Director)

**Greenwich Free Library - Director’s Report to the Board– December 21, 2022**

[**November Statistics**](https://docs.google.com/spreadsheets/d/1bZZD-PHv60_5ILo1UAwixBXkYl3fqv-cQHhdSv04x1U/edit?usp=sharing)**:** Check outs – 2682; Borrowers – 386; Holds Satisfied – 657; New Cards Issued – 11; Computer sessions – 190; WiFi uses – 459; Cossayuna WiFi – 107; Overdrive checkouts –  361; Kanopy –  64 Plays; Visitors to the library (door count) – 2682; Community service sessions – 28; Community service attendees – 257; Library programs/events (general) – 17; Library program/events attendees – 338; Early Childhood programs/services – 13; Early Childhood attendees – 230; Volunteer hours - 129; Farm 2 Library participants – 216; pounds of food waste diverted for compost – 443.8

**Statistical highlights and wonderings:** Our WiFi numbers, both onsite and at Cossayuna, are back up, after a dip in October. Our participation numbers for general programs and early literacy programs are the highest of 2022. For all ages programming, we can attribute the bump to two main things: bake sale and bonus hours on the day of the Tractor Parade (over 100 attendees!) and the increasing popularity of Lego Club on Wednesdays. Early Literacy numbers were strong for all sessions, and the T-Rex Tea Party was a big draw. Despite huge program attendance, our overall door count was down in November. This can probably be attributed to closures around the Thanksgiving holiday.

**KEY PRIORITIES:**

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

* Looking back: Both the T-Rex Tea Party (Nov 19) and the Bluey Holiday Party (Dec 17) were well attended and gave us the opportunity to promote the 1,000 Books before Kindergarten program, with about 12-15 new sign-ups between the two events.
* We did children’s book giveaways at both of the events above and on the day of the Tractor Parade.
* Emilly S celebrated “graduation” for her first session of the Kindergarten readiness program. She will begin a second session in February.

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

Programming updates:

* We had to cancel the Meditation & Mindfulness workshop because of the presenter’s schedule.
* I applied for two grants from LARAC: one to host local artist Laurie Miles for an exhibit and workshop, and the second to produce five evenings of live music featuring local musicians and bands.
* Looking ahead: Some details are still TBD, but save the date for January 26th for a book event for Ken Tingley featuring a panel of local journalists to discuss the future of local news.

**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*

* Looking back: We hosted Greenwich class of ’24 on the afternoon of the Tractor Parade for a bake sale. We kept the library open, and I think it was a great success. I hope we can expand on this idea next year.
* Ongoing: Tabletop tree Festival has been a hit again this year.

Inspired by the Great Give Back, we are collecting new adult and children’s winter accessories through the end of January to be donated to Comfort Food Community

Recent columns for the *Journal Press* included Ellen’s article about the Friends of the Library and my recent year-end rundown of most circulated titles.

Local chapter of AARP returns with a safe driving course on 12/20

Changes to our Winter Hours (see below) will allow us to be open during the United Way RSVP Osteo Busters program hosted here twice a week.

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

* We have chosen paint colors for the bathrooms and my office, and will work with Teri to schedule this work
* A broken pump in our septic system was repaired. An ongoing odor is being monitored after gaps were sealed in the furnace room off of the Large Meeting Room.
* We have engaged the services of Quinton Kapper for a seasonal snow removal contract. Thanks to Teri and Patrice.
* Downstairs closet clean out and organization project will begin on December 22.

**Other**

* New winter hours: M 10-5; T 9-6; W 10-7; Th 9-6; Fri 10-5; Sat 10-1
* Thanks for attending and helping with the Volunteer Appreciation Party, 12/21
* I’ll be traveling starting the afternoon of 12/27, returning late on 1/5.
* Holiday closures: 12/24, 12/26, 12/31, 1/2
1. Period for Public Expression
2. Old Business
3. New Business

Suggestion that we adopt the “casual chair” model for our future meetings.

Need to find an attorney willing to consult for the Library.

1. EXECUTIVE SESSION
2. Dates of Future Board Meeting-January 25, 2023 (Annual meeting and Regular January meeting)
3. Adjournment 8:01 pm

Electronically signed: Patrice M. Abate

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