

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

FEBRUARY 2023 MINUTES

Regular Monthly Meeting

Wednesday 2/15/2023

7:00 pm

Community Room

Attendees: *Patrice Abate, Ellen Fronhofer, Sandy McReynolds (Historian), Sarah Murphy (Director), Aaron Northrup, Teri Pendergrass, Paul Thurston, Dave Wever. From the public, potential board members Tony Jordan and Sydney Nichols.*

1. Call to order 7:00 p.m.
2. Board action items
 - a. Approval of proposed 2023 Annual Meeting Minutes (separate document)

Paul makes motion. Teri seconds. Board approves.
 - b. Approval of proposed January 25, 2023 Minutes (separate document)

Paul makes motion. Teri seconds. Board approves.
3. Board committee reports
 - a. *Facilities Committee* (Aaron, Paul, Teri) Update on exterior sign. Final proof has been approved. Adirondack Sign will soon provide a cost estimate and work on permitting. The water/ice on driveway has been less of an issue due to the milder temperatures and reduced runoff. We will look to do something in the spring/summer. Dave is in contact with the village about running the water from one side into the storm drain. This is something that would need to be approved by the mayor and voted upon by the village board. Dave is waiting to hear back from the mayor. Finally, we have submitted an application for renovations to the Community Room that include improving the kitchen area, increasing storage, replacing windows, and replacing lights. That being said, the grant will not be awarded until late 2023. Assuming that the library receives grant funding, estimates would begin at that point and construction would not start until early-to-mid 2024. The board has decided to make minimal improvements to the Community Room in the interim because the room is heavily used and there is an immediate need to clean-up the space. Teri will contact painters to get estimates on the cost of painting the space. We will also clean/vacuum the light fixtures and look to see if replacement bulbs

that might provide better lighting are available. Any other improvements will wait until after we learn the status of the grant.

- b. *Finance & Fundraising Committee* (Ellen, Mary Ann, Patrice, Paul)-Draft of annual appeal letter is available for review for board members. Board members have been asked to add names/addresses to spreadsheet (available in shared drive) for the campaign. Particularly looking to identify new individuals and families in the community. Goal to sign and mail letters after the March 2023 board meeting.
- c. *Material Review Committee* (Aaron, Cliff)-Sarah to deliver her recommendation on a recent book challenge. Sarah has asked that the full board read the book and review her supplemental materials in the next week. We will hold a vote on the challenge once everyone has reviewed the materials.
- d. *Policy & Audit Committee* (Mary Ann, Patrice, Paul)- All board members sign and complete the Conflict of Interest and Whistleblower Policy forms. Board members not present, and board members joining during 2023, should see Sarah about signing these forms.
- e. *Board Recruitment Committee* (Cliff, Patrice)-Introduction of two potential board members, Sydney Nichols of Owl Pen Books and Tony Jordan, DA for Washington County. We appreciate both considering participation on the board. Should they decide to join, full board will vote on membership at the March 2023 board meeting.

All board members also received a SELF-ASSURANCE of Trustee Education Activity Completion form on which to report any trustee training that they receive in 2023. All trustees are required a minimum of 2 hours of training. Sarah has provided board members with various resources for training on the shared drive. We will also pass along any opportunities provided by Sara Dallas of SALS in the coming months.

- f. *Personnel & HR Committee* (Mary Ann, Paul)-Board will sponsor a staff lunch on 2/23. Patrice and Teri will come into the library to help with this effort.

4. Gill Room Report (presented by Sandy McReynolds, Historian)

Gill Room Report

FB: 597 Likes, 646 Follows

Requests:

- 1 request for house information
 - Tunnel-like opening found, connection to UGRR? (not likely)
- Information request for:
 - Michael Sonn store / stone

- Headstone inscriptions for farm cemetery

Hours: Jan 25 – February 11, 2023

Name	Gill Room Hours	Outside Hours
Claudia	6	
Wallace	2	4
Roger	2	
Nancy	4	
TOTAL HOURS:	14	
PATRON USE:	5	

5. Friends of the Greenwich Library Update-Addition of Saturday sales by Ellen LeCompte. First will be 3/18. We have been in contact with Linda Albrecht, NHS advisors at JRSR HS, who will inform NHS students of this ongoing opportunity for volunteer hours.

6. Treasurer’s Report

January P&L Statement available for review by board. Board will vote on transactions quarterly as they are not all entered for the monthly meetings.No vote on monthly statements.

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

Greenwich Free Library - Director’s Report to the Board- February 15, 2023

January Statistics: Check outs – 2,869 ; Borrowers – 418; Holds Satisfied – 726; New Cards Issued – 13; Computer sessions – 170; WiFi uses – 390; Cossayuna WiFi – 83; Overdrive checkouts – 367; Kanopy Plays – 133; Visitors to the library (door count) – 2759; Community service sessions – 23; Community service attendees – 267; Library programs/events (general) – 14; Library program/events attendees – 193; Early Childhood programs/services – 5; Early Childhood attendees – 88; Volunteer hours - 134; Farm 2 Library participants – 179; pounds of food waste diverted for compost – 377.4

Statistical highlights and wonderings:

Early Childhood program numbers were lower in January because of a programming break during the first week, and the fact that the Tues/Thurs Building Blocks program started up again in February.

In January 2022, our door count was 925, and we hosted one library event. A lot has changed in a year!

STRATEGIC PLANNING GOALS:

Public Promotion

A1 *Comprehensive communications strategy:*

- We are in the process of developing a job description for a Communications Coordinator and hope to have the position filled by the beginning of April.
- I am also working on a PR and Communications baseline document to outline what we are currently doing, and what works/needs improvement.

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

- Fines and Fees one-time amnesty for those under 18 will be complete by February 28th. Response from other libraries has been positive. My *Journal Press* column in the upcoming issue is devoted to this program.

Programming

B1 & B2 *Programs that fulfill patron needs; Give local artists, writers, creators, and expertise platform:*

- Our first Story Slam was well attended and a lot of fun. There is much clamor for more events like it in the future.
- Haley Graves will be teaching yoga for kids 2-5 twice a month during March, April, May
- March 9: Ken Tingley, Wendy Liberatore, and Judy Patrick will join us for a panel to discuss the future of local news

Partnerships

C1 & C3 *Local not-for-profits, new opportunities for mutually beneficial collaboration:*

- New or renewed programming partnerships with Greenwich Youth Center, Adirondack Health Institute, LEAP, Greenwich School District

C2 *Local businesses and entrepreneurs:*

- Argyle Brewing Company provided bar services at our Story Slam event.
- We are celebrating a year of Composting by hosting another Zoom event with Adirondack Worm Farm, and we want to highlight both home and business composting
- I have asked Canteen Coffee Co if they would like to set up a pop-up coffee shop during the upcoming Saturday Book Sales.

Place

D1 *Using the space we have*

- Because of increased programming in the Community Room, the large meeting room has been getting more use, both by the library and by outside organizations.
- The Friends are adding a monthly Saturday Book Sale to their schedule, which will increase visits to the book room and small meeting room.

D2 *Building and System Maintenance*

- New signage coming, outside, and—we hope—inside, too. Looking into options for wayfinding signs for our collections.

SPECIFIC TOPICS DISCUSSED BY BOARD

a. Discussion of Narcan administration program through Adirondack Health Initiative- Discussion of pros/cons of having Narcan available at the library. Safety concern was raised regarding violent reaction that happens with some individuals when Narcan is administered. Also discussion on what staff expectations would be and where the Narcan would be placed so that people would feel comfortable accessing it. Point was made that Narcan is already available at several locations close-by (police department, fire department, rescue department). Decision was made not to vote on providing Narcan at this point. We will check with our insurance provider for some guidance and Sarah is going to make some inquires with the Adirondack Health Initiative about the concerns.

b. Planning for AED and CPR training. We will seek grant funding through the Mary McClellan Foundation to obtain an AED for the library. We are going to look at the upfront cost for the purchase of the device and training, as well as the annual cost associated with maintenance for such a device. Could we partner with another area library to get more people trained? Broader discussion on bringing more health-focused programming to the library as much of this has stopped due to COVID-19. Discussion of a first aid program, drug awareness program, and possible other health programs in 2023.

8. Period for Public Expression

9. Old Business

10. New Business

11. Dates of Future Board Meeting Calendar-Next meeting scheduled for WEDNESDAY March 15, 2023

12. Adjournment 8:05 p.m.