

GREENWICH FREE LIBRARY
BOARD OF TRUSTEES
JANUARY 2023 MINUTES

Regular Monthly Meeting

Wednesday 1/25/2022

7:00 pm

Via Zoom

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

1. Call to order 7:05 pm
2. Board action items
 - a. Approval of proposed December 21, 2022 Minutes (separate document) with corrections

Paul makes motion. Teri seconds. Board approves.

3. Board committee reports
 - a. *Facilities Committee* (Aaron, Paul, Teri)-Aaron is now the liason with Kelsey Rambach at Adirondack Sign Company. He will be contacting the village regarding village sign regulations. Adirondack Sign Company requires permits be submitted to the municipality prior to the proofs being created.

The painting of the two restrooms and the director's office were completed in early January. We will look for alternative quotes for the Community Room.

3. Board committee reports
 - b. *Finance & Fundraising Committee* (Ellen, Mary Ann, Patrice, Paul)-Annual appeal will be very important this year as we have had an increase of approximately \$23,238.00 in our 2023 operating budget over 2022. These are largely due to staffing costs (increase of \$12,585 in personnel expenses) as well as overall inflationary pressures. We have set a goal of 3/1 to mail our Annual Appeal letter. Hope to have draft completed by February board meeting.

- c. *Policy & Audit Committee* (Mary Ann, Patrice, Paul)-Cusack & Company completed the Internal Control Study. The Independent Accountant’s Report is available for board review. This, in conjunction with Cusack & Company reviewing our financials over the past few years gives us a very comprehensive picture of our financial procedures. Though the results are not intended for public release, the study looked at areas such as cash disbursements process, cash receipts process, credit card process, payroll process, and IT controls. The finds were very positive with a few minor recommendations. This is a great testament to our Director, staff, and established procedures and policy.

The staff has already implemented the recommendations.

- d. *Personnel & HR Committee* (Mary Ann, Paul)-NO REPORT

- e. *Board Recruitment Committee* (Cliff, Patrice)-Sarah to recommend new board member, Sydney Nichols, co-owner of Own Pen Books. We will invite Sydney to fill out the new board member application and ask her to attend our February meeting.

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

Gill Room Report

25 January 2023

FB: 596 Likes, 644 Follows

Requests:

- 3 request for house information
- Information request for:
 - Continental Dam
 - Hattie Hanks
 - Schiedam name history (requested twice)

Other:

- Met with three patrons
- Asked to consult on Schuylerville Library plans on expanding their historical archive
- Gave Historic Fires of Main Street presentation at the GEHA program on Jan. 21

Hours: December 22, 2022 – Jan 24, 2023

Name	Gill Room Hours	Outside Hours
Claudia	6	
Wallace	4	2

Roger	2
Nancy	4
TOTAL HOURS:	
PATRON USE:	6

5. Friends of the Greenwich Library Update-N/A

6. Treasurer’s Report

Approval of Monthly Transactions (separate document)

Paul makes motion. Patrice seconds. Board approves.

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

Greenwich Free Library - Director’s Report to the Board

December Statistics: Check outs – 2464 ; Borrowers – 378; Holds Satisfied – 656; New Cards Issued – 7; Computer sessions – 141; WiFi uses – 363; Cossayuna WiFi – 82; Overdrive checkouts – 290 ; Kanopy Plays – 152; Visitors to the library (door count) – 2000*; Community service sessions – 21; Community service attendees – 220; Library programs/events (general) – 11; Library program/events attendees – 132; Early Childhood programs/services – 11; Early Childhood attendees – 199; Volunteer hours - 123; Farm 2 Library participants – 241; pounds of food waste diverted for compost – 510.2

Statistical highlights and wonderings: *Door Count is an estimate because our door counter was disabled for at least two weeks. December was a big month for Kanopy! In 2023 I plan to add an additional service, Hoopla, which will augment our film, television, and eBook offerings.

KEY PRIORITIES:

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

- The second round of Building Blocks Kindergarten Readiness will begin February 7th
- We applied to Stewart’s for a Holiday Matching Grant to help fund Summer Reading activities

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

- Teen Lounge is collaborating with Greenwich Youth Center on a Valentine’s Party, 2/14

- Last Saturday (1/21) was a busy day at the library with two concurring adult programs: 2nd installment of SoulCollage and GEHA's Fires of Main Street presentation featuring Sandy.

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

- Scout Aidan Armitage is at work planning three more Little Free Libraries, and we could use help with the third location
- Coming up: Dating in Washington County Story Slam on 2/10. I have applied to NYS for a special wine and beer permit, and Argyle Brewing will be onsite to sell and serve.
- We are providing space for Greenwich Youth Center to host an event and display their raffle baskets, and some Youth Center kids selected books for display alongside the baskets.

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

- Thanks to Mark Ericksen and KC Scott, the odor issue in the downstairs pump room seems to be taken care of.
- Snow removal is going very well, but the locations of our drainpipes continue to make our driveways slippery in two specific spots. KC has contacted the facilities committee about this.

Speaking of safety, the intersection in front of the library is, as we all know, incredibly dangerous for pedestrians. Is there anything we can do? Is requesting an [in-street sign](#) an option?

8. Period for Public Expression-Many compliments received regarding Sandy's Historic Fires presentation. People were very impressed by this presentation and it was well attended.

Thank you, Sandy!

9. Old Business

10. New Business

-Dave to contact the village/town regarding the water (ice) situation on the driveway.

Thinking is that perhaps the water could be routed underground. Also discussion of using buckets/receptacles or flexible downspout extensions at the end of the gutter spouts.

-We will work with Sarah to research the safety concerns at the intersection in front of the library. We may look to include the Youth Center in the conversation and possibly the school (with their civic education). Dave is contacting the village/town and Carrie Woerner's office.

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

12. Adjournment 8:15 pm

Minutes signed by Patrice M. Abate