

# GREENWICH FREE LIBRARY

## BOARD OF TRUSTEES

### JULY MEETING MINUTES

Community Room

Wednesday 07/20/2022

**Attendees:** Patrice Abate, Ellen Fronhofer, Ellen LeCompte, Sandy McReynolds (Historian), Sarah Murphy (Director), Kathy Nichols-Tomkins, Paul Thurston, Dave Wever

From public (staff): K.C. Scott

1. Call to order 7:00 pm
2. Board action items
  - a. Approval of proposed June 15, 2022 Minutes  
***Paul makes motion to approve the minutes. Ellen F. seconds. Board approves.***
  - b. Vote to participate in the upgrading of Meraki Routers through SALS.  
***Kathy makes motion. Paul seconds. Board approves.***
3. Board committee reports
  - a. *Facilities Committee* (Dave, Teri, Paul)
4. Strategic Plan Update-Committee continues to meet. Plan to meet with community leaders, other trustees, staff and volunteers. A paper version of the survey is being designed.
5. Gill Room Report (presented by Sandy McReynolds, Historian) 20 July 2022

FB:

592 Likes (+2)

635 Follows (+3)

New Requests:

- Request on location of site listed on National Register of Historic Places “Coffin Site”; listed as being prehistoric, 9 acres in Town of Greenwich.
- Photos of Greenwich House exterior & bit of history of the place

Other:

- Tour of GCS for the class of 1972 is this weekend

- Met with patron who wanted an orientation of Gill Room materials

Hours: June 16 – July 17, 2022

**Name Gill Room Hours Outside Hours**

<b>Claudia</b>	<b>2.75</b>	
<b>Wallace</b>	<b>3.25</b>	<b>2</b>
<b>Roger</b>	<b>2</b>	
<b>Nancy</b>	<b>2.75</b>	
<b>TOTAL HOURS:</b>	<b>12.75</b>	
<b>PATRON USE:</b>	<b>3.75</b>	

4. Friends of the Greenwich Library Report (Ellen L.)
5. Treasurer’s Report
  - a. Approval of Monthly Transactions (separate document)
6. Library Director’s Report (provided by Sarah Murphy, Director)

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

**Greenwich Free Library - Director’s Report to the Board- July 20, 2022**

**June Statistics:** Check outs – 2,696 ; Borrowers – 447; Holds Satisfied – 448; New Cards Issued – 32; Computer sessions – 180; WiFi uses – 543; Cossayuna WiFi – 80; Overdrive checkouts – 270 ; Kanopy – 62 Plays; Visitors to the library (door count) – 3140; Community service sessions – 21; Community service attendees – 179; Library programs/events (general) – 7; Library program/events attendees – 150; Early Childhood programs/services – 5; Early Childhood attendees – 43; Volunteer hours - 126.5; Farm 2 Library participants – 368; pounds of food waste diverted for compost – 322.8

**KEY PRIORITIES:**

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

- Children's programming is in full swing, with three regularly scheduled programs a week.
- Emily S will add a "PreSchool Readiness" program to our early childhood offerings in the fall
- Emily G is working on an afterschool club (name pending!) for grades 7 and up in the fall, pre-booked study space for students plus therapy dogs! She reached out to the school district to inquire about late bus drop off and/or pick up, and the answer was no. We know, from focus group conversations and from our own experience and observations, that transportation is one of the biggest challenges for kids trying to use the library.
- Emily and Emily are collaborating on a Wednesday afternoon Lego club, to start in August
- Most programming will go on hiatus the last week of August and first week of September

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

Programming updates:

- Build-a-Book 3-day workshop plus reception was a great success. 8 kids participated, and several of them donated their books to the library's collection.
- River Jack Z songwriting workshop, July 6: was billed as a kids' event, but only 2 kids registered. Battenkill Community Services brought a group of 40! So, in the end, like many of our successful single-date events, this one turned out to be All Ages
- Learn about Bees and Beekeeping, July 10 (head count 39 - of which 5 were children)
- Summer Reading: as of this writing, 91 individual readers have logged 52,853 pages (30K+ are from the 19 and up crowd!) Goal for the rest of July and August is to keep the momentum going with those who are participating regularly, and to get people who haven't logged pages yet to chime in.

**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. Games, prizes, food trucks, entertainment - All Ages!
- I'd like to implement a Fines and Fees Amnesty Day and/or an ongoing donation jar to cover other people's fines and fees. I have reached out to SALS to run a report outlining how much money our patrons owe a) in late fees and fines to other libraries and b) in replacement fees to our library. I believe that lost items present a barrier to access for many patrons, especially children.
- SALS, along with other local library councils and systems, is launching an 8-week advertising campaign about how public libraries are bridging the digital divide in our communities. We are asked to support this work (and benefit from it!) by sending out a press release that has been partially composed by the group of library systems. I think it may make sense to a) combine this press release with the one the Strategic Planning

Committee was working on, and b) collaborate with some of our most local libraries for papers like the Free Press and the Journal Press.

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

- So much work is going on! Thank you, Facilities Committee. The shades are working really well, and we are all thrilled about the changes in the Community Room. We have heard inquiries lately about using the space for artwork, and we've said that we plan to reinstitute that one the walls are painted, windows are fixed, etc.
- Update on NY Construction application: I just heard from Sara Dallas at SALS that applications are due to SALS at the end of August. The SALS board will review applications at their September 20th meeting. The state deadline is in October.

**Other:** as per SALS, "Every trustee, **beginning January 1, 2023** must complete a minimum of **two hours of trustee education** each year. ([Education Law 260-d](#) added by Chapter 468 of the Laws of 2021)."

I have added some relevant information to the "Trustee Handbook and Training" folder in our shared drive.

7. Period for Public Expression  
No public comments
8. Old Business-N/A
9. New Business-N/A
10. Dates of Future Board Meeting Calendar-Next meeting scheduled for August 17, 2022 at 7:00 pm in the Community Room
11. Adjourn 8:15 p.m.

*Minutes signed by Patrice M. Abate*