



## Minutes

Greenwich Free Library Board of Trustees Monthly Meeting  
October 16, 2019, 7:00 PM, Community Room

**Attendees:** Patrice Abate, Claudia Blackler, Audrey Fischer, Walter Grom, Ellen Ketchum, Naomi Meyer, Jim Nolan, Teri Pendergrass, Annie Miller (Library Director)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Required</b>
APPROVE MINUTES	Minutes approved without edits for the 9-18-19  Approved Minutes meeting. 9-18-19 Library Board	
Committee Reports- <i>Building Committee</i>	Did not meet.	
<i>Events Committee</i> (Audrey, Naomi, Jim, Annie)	<ul style="list-style-type: none"> <li>-Paint &amp; Partake to take place on 10/25 from 6:00-8:00. Event has been advertised via social media.</li> <li>-Library will table at Holiday House Tour. Will offer free coffee/hot drinks and cookies. No charge but will have a donation jar available. Will need board members to bake for the event and help Audrey man the table.</li> <li>-Slice of Americana Pie Event will not happen in November (originally planned for week prior to Thanksgiving). Instead will explore a tie-in to Whipple City Days.</li> <li>-American Creed was shown on Wednesday 10/2/19 at the Greenwich HS auditorium. Approximately 75 people watched the film and participated in the Q&amp;A that followed. Joe Donahue led the discussion. Annie was been in contact with PBS and they said that the Greenwich showing was one of the highest attended events in the nation.</li> <li>-Gill Room Opening on Sunday 10/6/19 was a success. Approximately 75 people attended. Great reviews on slide show and new space.</li> </ul>	<ul style="list-style-type: none"> <li>-Patrice will assist Naomi with setup the night of the event.</li> <li>-Naomi will try to secure a gift card from Hannaford to purchase light fare for the event and use leftover paper products from the Gill Room event will be used.</li> <li>-Audrey to find out date of Holiday House Tour.</li> <li>-Thank you note being sent to Mr. Jeffords and The Country Peddler to thank him both for his attendance and his store's donation of fudge.</li> </ul>

<i>Fund Raising and Finance</i>	Did not meet.	
<i>Gill Room</i>	Did not meet.	
<i>Marketing &amp; PR</i>	Did not meet.	
<i>Policy</i> (Audrey, Jim, Annie)	Committee is working on multiple policies for the next meeting. There is an effort for policies to be kept concise and eliminate redundancy. Board members should review any policy received prior to the next meeting so that votes can be taken.	Any completed policy will be forwarded to the full board for review.
<b>PUBLIC COMMENT</b>	No public present.	
<b>GILL ROOM REPORT</b> (Claudia)	<p>See attached Gill Room Report from Sandy for both 9-18-19 and 10-16-19. Please note the contents of Cathy Barber’s estate are being processed by Wallace. Anything that cannot be used by the Gill Room is going to the Washington County Historic Society.</p>  <p>Gill Room Report October 16.docx Gill Room Report</p> <p style="text-align: right;">October 16, 2019</p> <ul style="list-style-type: none"> <li>• Gill Room Re-opening was a success – as everyone knows. Thanks to Patrice and Naomi for orchestrating the day.</li> <li>• The Central Lunch Portraits – Buzz Spiezio has graciously donated the portraits to us free of charge. I spoke with John Pemrick, and the \$250 donation given towards the portraits—he said for us to keep the donation. We’ll use it for the rehousing and storage of the portraits.</li> <li>• History Fair in Harford on Sept. 28<sup>th</sup> had a good showing</li> <li>• Wallace is continuing to process the material received from Cathy Barber’s Estate.</li> </ul>	

- FB: 475 Likes; 494 Followers

Hours: Sept. 19 – Oct.

<b>Name</b>	<b>Gill Room Hours</b>	<b>Outside Hours</b>
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<b>Claudia</b>	<b>9.75</b>	
<b>Wallace</b>	<b>6.25</b>	<b>10</b>
<b>Mary Lou</b>	<b>-</b>	
<b>Roger</b>	<b>12.5</b>	<b>4.5</b>
<b>C.J.</b>	<b>2</b>	
<b>Nancy</b>	<b>10.75</b>	
<b>TOTAL HOURS:</b>	<b>41.25</b>	
<b>PATRON USE:</b>	<b>10.75</b>	


(Last Month's hours →)

**Last Month's Hours:**

Hours: August 14 – Sept. 18


<b>Name</b>	<b>Gill Room Hours</b>	<b>Outside Hours</b>
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<b>Claudia</b>	<b>14</b>	
<b>Wallace</b>	<b>12.25</b>	<b>4</b>
<b>Mary Lou</b>	<b>2.5</b>	
<b>Roger</b>	<b>15</b>	<b>2</b>
<b>C.J.</b>	<b>-</b>	
<b>Nancy</b>	<b>3.5</b>	
<b>Miss Claudia</b>	<b>6.5</b>	
<b>TOTAL HOURS:</b>	<b>53.75</b>	<b>6</b>

	<b>PATRON USE:</b> 29.75	
<b>FRIENDS REPORT (Audrey)</b>	<p>First sale will be held 11/7/2019.</p> <p>Discussion of advantages to not pricing books and asking for a “donation” from people for what they take. There is evidence from other libraries that this may actually net more money. The sale on 11/7 will be conducted in this format (no prices, donation only).</p> <p>Also discussion of tax implications for holding monthly sales vs. only annual/semi-annual sales and the rest being strictly voluntary donation-driven.</p>	
<b>MONTHLY FINANCIALS</b>	<p>Monthly financials approved.</p>  <p>September 2019 Financial Transactions.x</p>	
<b>LIBRARY DIRECTOR'S REPORT (Annie)</b>	<p>Greenwich Free Library - Director's Report to the Board- October 16, 2019 Annie Miller</p> <p><b>SALS:</b> Figures for September: New cards issued -10/ Borrowers - 509/ Patrons - 3,448/ Holdings -26,676/ Check outs - 2,997/Holds filled - 649/ Items added - 103/ WiFi clients 420/ Computer usage 506 sessions / Door Count 3,964/ Staff hours - 456.25 Annie 180.75-Volunteer hours 146</p> <p><b>Financial:</b> 2020 Budget, 2019-20 Annual Appeal</p> <ul style="list-style-type: none"> <li>• Accepting credit card donations now that NY Charities is gone. Paypal, Stripe, Neon, Square <ul style="list-style-type: none"> <li>○ It would be good to have something that also let us take payments for booksale and other sales</li> </ul> </li> </ul> <p><b>KEY PRIORITIES:</b></p> <p><b>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</b></p> <ul style="list-style-type: none"> <li>• Dyslexia Awareness presentation</li> </ul>	

	<p><b>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.</b></p> <ul style="list-style-type: none"> <li>• Gill Room Opening</li> <li>• \$5,000 gift for digitizing equipment. More \$ may be on the way for dehumidifying.</li> </ul> <p><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b></p> <ul style="list-style-type: none"> <li>• We have decided to give up on our adult literacy program in its current form. Gail will continue working with Battenkill Community Services on a volunteer basis. We will see how we can support the Literacy New York program in Glens Falls.</li> <li>• We are holding board game nights again and looking for ways to generate turnout.</li> </ul> <p><b>Community Engagement Goal: Improve service of, integration into and recognition by the community</b></p> <p>1038 Facebook followers</p> <ul style="list-style-type: none"> <li>• Voter registration here and at ABC. We registered 5 new voters and handed out some registration and absentee ballot forms.</li> <li>• Greenwich the Musical: 50+ in attendance and well-received</li> <li>• American Creed Community Conversation. Appearance on Attendance about 75</li> <li>• Special Education Rights Information</li> <li>• Making plans for Tractor Parade float</li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Said yes to letting a food truck use the library drive again</li> <li>• Puzzle Swap has been popular</li> <li>• Should we lend out chairs and tables or get rid of extras?</li> </ul> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b></p> <p>Community room count:.</p> <p><u>Construction 2018-19:</u></p> <ul style="list-style-type: none"> <li>• I have scheduled a meeting with Lisa to establish where we're at and what our next steps need to be.</li> <li>• I'd like to work with the Board to approach some local foundations for the funding match. TD Bank, Glens Falls National, Solomon,</li> </ul> <p><u>Construction 19-20:</u></p> <ul style="list-style-type: none"> <li>• Grant application submitted for Signage, Insulated Shades and Alarm System</li> </ul> <p><b>Other:</b> Our online room registration system is up and running and we're working out the bugs.</p>	
<p><b>2019 Annual Appeal</b></p>	<p>-There is a folder for each trustee in the office behind the main desk at the library. It contains the names of individuals who we send annual fund letters to in the past (2) years. Trustees should review the names on the list and add names of people not on the list who might be prospects for giving.</p> <p>-Discussion of trying to add names of individuals new to the community as many new families have moved to Greenwich in the past few years.</p> <p>-The November board meeting will commence at 6:15. There will be no subcommittee meetings. Instead, there will be pizza and letter signing.</p>	<p>-Each trustee to review list and get any new potential donors to Marge <i>prior</i> to the November board meeting.</p> <p>-Please look to add any individuals or families that you may know who are new to the</p>

	<p>Goal is to have letters signed and sent the 3<sup>rd</sup> week in November.</p> <p>-New approach to the construction match this year. Will look to foundations instead of individuals for the money needed.</p>	community and may potentially donate.
<b>Proposed 2020 Budget</b>	 <p>Proposed 2020 Budget.xlsx</p>	Trustees to review the increase to the fundraising goal. The proposed budget asks for the board to commit to raising \$2500 per quarter/\$10,000 annually. Previously there was no set goal.
<b>OLD BUSINESS</b>	None.	
<b>NEW BUSINESS</b>	<p>Library will participate in the Lighted Tractor Parade this year. Parade to be held Saturday 11/23/19. Our theme will be “The best holiday gift is a book.” Several library employees will be dressed as book characters (pigeon, cow, dinosaur). Kristen has generously agreed to let us use her tractor. Ellen has a connection with the Bunker Hill Business Association that will loan us 14,000 lights. Ellen is generously donated the cost of fuel.</p>	
<b>MEETING CONCLUDES 8:20 p.m.</b>		

Minutes signed: Patrice M. Abate