

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
October 20, 2021 7:00 PM, Greenwich Free Library

Attendees: Patrice Abate, Claudia Blackler, Walter Grom, Ellen Ketchum, Sandy McReynolds, Annie Miller (Library Director), Kathy Nichols-Tompkins, Jim Nolan, Cliff Oliver, Teri Pendergrass, Dave Wever

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 09/15/2021 MINUTES. <i>Kathy makes motion. Walter seconds. Board votes yes.</i>	
COMMITTEE REPORTS <i>Building Committee</i>	Teri explains that the building committee is still working with the contractor on the minor flooring issue (peeling).	
<i>Events Committee</i>	Kathy reports that the Great Give Back event began at both the Greenwich Free Library and Easton Library on 10/16. We have seen a good response from the community and have received a full bin of donations in the first few days. Most items are new but some are used (clean) so we will need to figure out what to do with these items. We asked Annie to post on social media a thanks to the community and let them know the promotion continues through 10/30.	
<i>Fund Raising Committee</i>	Aim to get letters for the annual appeal signed at the November board meeting. Annie has provided pictures to be used in the letter. New board members are to provide a list of (10) potential new donors.	-Kathy will take the lead on reviewing the letter.
<i>Finance Committee</i>	-First draft of 2022 budget was provided and discussed. Sandy made an appeal on behalf of the Gill Room for the Gill Room budget to be restored to \$1000 annually. Budget was cut in 2020 and Sandy asks that the budget return to pre-pandemic level (as opposed to being cut further). -Board also questions feasibility of the board being able to generate \$7500.00 in funding beyond the annual appeal. -Talk of increased cost of both heating and paper in coming year that will likely impact budget. -Budget talks will continue at next meeting.	
<i>Board Recruitment Committee</i>	Did not meet.	

<i>Policy Committee</i>	Did not meet. Board will vote on two pieces of policy later in meeting (Code of Ethics and Fire Policy).																						
FRIENDS REPORT	Did not meet.																						
GILL ROOM REPORT	<p>Gill Room Report</p> <p style="text-align: right;"><u>October 20, 2021</u></p> <p>FB: 573 Likes (+5) 605 Follows (+6)</p> <p>Requests:</p> <ul style="list-style-type: none"> • Four house requests • Search for current name of Factory Point <p>Meetings/Programs:</p> <ul style="list-style-type: none"> • Participated as one of the guides for the Adirondack Architecture Heritage (AARCH) tour held here in Greenwich • SBA program for the Greenwich Seniors group with Debi Craig <p>Notes:</p> <ul style="list-style-type: none"> • Budget <p>Hours: September 12 – October 20, 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: center;">Gill Room Hours</th> <th style="text-align: center;">Outside Hours</th> </tr> </thead> <tbody> <tr> <td>Claudia</td> <td style="text-align: center;">23.25</td> <td></td> </tr> <tr> <td>Wallace</td> <td style="text-align: center;">11.25</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Roger</td> <td style="text-align: center;">6</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Nancy</td> <td style="text-align: center;">10</td> <td></td> </tr> <tr> <td>TOTAL HOURS:</td> <td style="text-align: center;">50.5</td> <td style="text-align: center;">14</td> </tr> <tr> <td>PATRON USE:</td> <td style="text-align: center;">10.25</td> <td></td> </tr> </tbody> </table>	Name	Gill Room Hours	Outside Hours	Claudia	23.25		Wallace	11.25	4	Roger	6	10	Nancy	10		TOTAL HOURS:	50.5	14	PATRON USE:	10.25		
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MONTHLY FINANCIALS	<p>MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS.</p> <p><i>Claudia makes motion. Kathy seconds. Board votes yes.</i></p>																						
LIBRARY DIRECTOR'S	Greenwich Free Library - Director's Report to the Board – October 20, 2021	-Schedule for new director is																					

<p>REPORT (Annie)</p>	<p>Statistics: Check outs- 2,196; Borrowers -354; Holds Satisfied – 575; New Cards Issued– 3; WiFi uses 387; Public Computers – 129; Overdrive checkouts – 309; Kanopy – 20 single plays/1 preK series</p> <p>Financial: Request to the Town- letter attached 2022 Budget First Draft - attached \$2,000 grant from Home for Aged Women for Large Type Books</p> <p>KEY PRIORITIES: Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</p> <p>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.</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community The Great Give Back Halloween parade book giveaway – All are welcome to help any time from 12-3 Letter of support for Village sidewalk project</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services. Lions plaque The final report for the renovation project has been submitted to the State. We STILL need to fill in some positions on our Disaster Plan: Recovery Coordinator, Recorder and Work Coordinator. Adopt Fire PPlan</p> <p>Transition: Me off the credit card. Who is on? Who will be the contact person for Mahoney, the snow</p>	<p>a priority. We need a firm start date and schedule for dates beginning 11/1. Annie has agreed to stay on to train new director for a limited time in November. Onboarding schedule needs to be worked out. -New director needs to be setup as contact person for existing contracts and library credit card, banking credentials; email, etc. need to be transferred to the new director. -Patrice and Cliff volunteer to be contacts on disaster plan.</p>
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	<p>removal guy, janitor etc.? I currently work a varied schedule to cover shifts where a second person is needed. Is the New Director planning to do the same? If not, the board may need to help out where coverage is needed.</p> <p>Other: Adopt amended code of ethics We will be receiving 75 books from the Poulin Project in the near future. Still no word on the rental house lawsuit. If you have keys please fill in the Key Sign Out log</p>	
<p>PUBLIC COMMENT</p>	<p>Two staff members present. K.C. and Marge. One volunteer (Ellen) present. All were inquiring about the transition plan for the new director.</p>	
<p>APPROVAL OF GFL FIRE PLAN</p>	<p>-No action on amended code of ethics.</p> <p>-Board approves GFL Fire Plan.</p> <p><i>Cliff makes motion. Teri seconds. Board votes yes.</i></p> <p>Policy shown below:</p> <p>Greenwich Free Library Fire Procedure</p> <p>If the Fire alarm goes off or if you see smoke/flames</p> <ol style="list-style-type: none"> 1. Keep calm – you help no one by panicking and you may panic others, but do not under-estimate the potential danger to patrons 2. Have one staff/volunteer on each floor ask all patrons to calmly vacate the premises by the nearest exit while a “spot investigation” is done. 3. Check fire panel for information about the location and type of alert. If it is safe, check that area to make sure it isn’t an alarm malfunction. 4. Make sure that the patrons and staff are safely out of the building and away from it. The designated evacuation spot is the front porch of the Town Building. 5. Call 911—preferably from outside the building. Let 	

	<p>them know the following:</p> <ol style="list-style-type: none"> a. "I am calling to report that there is a fire, smoke condition, or alarm activation at the Greenwich Free Library 148 Main St. Greenwich. b. If there is a person or persons still in the building, IMMEDIATELY let the dispatcher know that there is(are) entrapment(s). c. The building has (or has not) been evacuated. d. If you observed smoke or flame, let the 911 dispatcher know and give as much detail as possible. e. Remain on the line until the 911 dispatcher finishes asking you questions. <ol style="list-style-type: none"> 6. Use fire extinguishers for the purposes of providing safe exit paths for patrons and staff. It is <u>not</u> the responsibility of staff to try to put out a fire. The safety of patrons and staff is the only important thing. 7. When the fire company arrives, please follow their instructions. There will be a scene commander (usually wearing a white helmet—any color other than black denotes an officer with white being the chief) and he or she will be in charge from then on <p>Above all, keep as calm as possible. <u>NEVER</u> go back into a burning building! Once the building has been evacuated, you have done your job.</p>	
OLD BUSINESS	No old business.	
NEW BUSINESS	No new business.	
MEETING MOVES TO EXECUTIVE SESSION 8:50 PM		
MEETING CONCLUDED 9:10 PM		

Minutes signed: *Patrice M. Abate*