Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
December 16, 2020 7:00 PM, Virtual meeting via Zoom

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

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	Minutes approved without edits for the 11/18/20 meeting. Motion: Claudia Second: Walter	

UPDATES REGARDING RENOVATION PROJECT	Construction to begin 1/11/2021. Construction will occur between the hours of 7:00 am and 3:30 pm. Initial work will be in the children's room.
	
	    -12/6 Dan moved shelf from children's room to community room.
	    -12/7 All involved parties met.
	    12/10 Established schedule to empty main floor.
	
	Waiting on estimates from the flooring contractor, the furniture contractor, the cabling contractor, and the wood furniture designers.
	The board votes on the following resolution:
	
	"Should the estimates come in within the budget of the project, the board moves to accept the estimates."
	
	Motion: Teri Second: Walter
	The board moves to accept the motion.
	
	Storage unit will be placed behind the library for storage. Teams of volunteers will be organized to assist with the boxing and moving of the collection and the furniture.	

COMMITTEE REPORTS *Building Committee*	-Bill is working to get building permit from the county. -Annie has been in contact with our insurance provider to make them aware of the renovation project and confirm insurance is in place and we are covered.	

Board Recruitment Committee	-With the resignation of Kristen Parillo, current board members are asked to come up with possible board members.	
Fundraising Committee	-Draft copy of annual appeal letter is basically ready to go. We are aiming for this to go out in February 2021.	-Draft copy of fundraising/appeal letter to be reviewed PRIOR to next monthly board meeting.
Policy Committee	-Next policies that are to be completed are the safety policy and the continuity-of-business policy. -We will vote on records retention schedule tonight.	
Finance Committee	-Did not meet.	
Events Committee	-No new events planned.	
FRIENDS REPORT	-Donations need to be discontinued due to the renovation. Audrey is going to make signage to this effect.	-Get "no donation" signage in place prior to January reopening and inform the staff.
GILL ROOM REPORT	Gill Room Report December 16, 2020 • FB: 514 likes; 538 follows • I've been working on one request that has led to St. Patrick's over in Cambridge. Awaiting reply from them. • Removed artwork from downstairs lobby • Plan to place a Gaylord Archival order for supplies by year-end. Issues: • Something appears to wrong with the pocket doors connecting the Gill Room and the large meeting room. I am unable to lock them at this time. Looking at them, it seems one of the doors may have shifted so the alignment is off. *I would like to request that it be looked at and fixed.*	-Notify Dan Fischer of pocket door locking problem and get this fixed ASAP.
MONTHLY FINANCIALS	-Monthly financials approved. Motion: Walter Second: Teri	

LIBRARY DIRECTOR'S REPORT (Annie)	Greenwich Free Library - Director's Report to the Board– December 16, 2020	
	Financial: NY State has a new law requiring paid sick leave for all employees at companies with more than 5 employees. Our current paid time off (PTO) system provides more than the required one hour of sick time per 30 hours worked. There are reporting and other adjustments to make, but I don't think we need to change the amount of time we are allotting. Ex: Working 15 hours/week:NY State: 12hours annual paid sick time/ Greenwich PTO: 30 hours annual We are in the process of setting up the Paychex account. Thanks Patrice! Marge and I are sending 2020 information to the accountant as it becomes available. I have had discussions with him and Marge about what we want in addition to the review and the 990 – Setting up our chart of accounts for 2021 and being on-call for questions. Everyone seems to be in agreement. **KEY PRIORITIES:** **Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities** **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.** **Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages** Dinovember! Stem Saturdays. T-rex Tea Party were popular. Meetings with Jen, Emilly and Deb are scheduled to discuss program budgets and plans for 2021 with me. **Community Engagement Goal: Improve service of, integration into and recognition by the community** Our first "Little Greenwich Free Libraries" location – Comfort Food – has been approved and Wes Sargent	

	(Emilly's husband) is building the structure as a gift to the library. Thanks Wes! Still exploring a delivery by mail option. This has been a two steps forward, one step back process. The "read-a-thon" in conjunction with the local Marines' Xmas toy drive was a success! 34 official participants Cossayuna wifi was installed and started getting use the next day. I am having 2 underused SALS staff laptops converted for public use. Chromebooks and hotspots are now available and staff has had opportunities to train on using/maintaining them **Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.** Report of the Building Committee **Other:** I would like to add some paid time off for staff during construction. I am looking for input on what would be fair. I am halfway through an ALA conversation facilitation course. I recently attended an ARSL leadership workshop.	
OLD BUSINESS	No old business.	
NEW BUSINESS	-Board discusses Annie's idea to "add some paid time off for staff during construction." The board is informed that some staff members may not have taken their paid time off in calendar year 2020 due to COVID-19 and other factors. The board votes on the following resolution: *"Paid Time Off from 2020 that was not used can be rolled forward into Q1 of 2021. This is a one-time change to this policy and only applies to time remaining from 2020."* Motion: Patrice Second: Naomi The board moves to accept the motion.	

	-There is discussion regarding the new proposed hours that will bring the weekly hours from approximately 26 hours per week to 49 hours per week. The library will be curbside only during this period. As such, staff will be working alone in the building for long stretches of time. A discussion takes place regarding the practicality of being open such hours. Board members ask about the staff's position on the new hours. The director makes clear her position that the library must serve the community to the best of its ability during the renovation project. As well, staff members need hours. Board members inquire if other curbside only libraries are open for this number of hours (generally no). It is recommended that we use a "door counter" approach during the first couple of weeks that we reopen. Record how many people visit and what types of services they require. Perhaps there are hours that are busier than others where more than one staff person would be appropriate. Director would like to try the new schedule with the expanded hours.	
VOTE ON RECORDS RETENTION POLICY	Vote to accept the new Records Retention Schedule Motion: Claudia Second: Walter The board moves to accept the records retention schedule.	-Need to investigate what can be stored electronically.
MEETING MOVES TO EXECTIVE SESSION		
MEETING CONCLUDED 8:35 P.M.		

Minutes signed: Patrice M. Abate