

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
February 17, 2021 7:00 PM, Virtual meeting via Zoom

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

Agenda Item	Discussion	Follow-up Required
RENEWAL OF BOARD MEMBERSHIPS	Renewed (5) year terms for Teri Pendergrass and Pat Lamb. <i>Jim makes motion. Claudia seconds. Board votes yes.</i>	
APPROVE MINUTES	MOTION TO APPROVE THE 01/20/2021 MINUTES WITHOUT EDITS. <i>Audrey makes motion. Claudia seconds. Board votes yes.</i>	
UPDATES REGARDING RENOVATION PROJECT <i>Building Committee</i>	Teri presents report. Renovation project is moving along well. The first floor is almost completely emptied out. Building committee met with Lisa Hayes this past weekend to finalize color selections and furniture. Mike, the on-site supervisor, has been very responsive. Looking to sell or recycle several items from renovation (aluminum doors, light fixtures, doors, etc.).	-Teri/Patrice will work with Bill to try to recycle lighting fixtures and other pieces.
COMMITTEE REPORTS <i>Board Recruitment Committee</i>	Audrey has made formal invitations to (2) community members in writing. She has not heard back. She will follow up with a phone call if she does not hear back.	
<i>Fundraising Committee</i>	Pat made the suggestion to Jim that we hold off on our annual appeal. Board discusses and agrees. At this point, we will not do an annual appeal.	
<i>Policy Committee</i>	Committee working on sick leave policy, family leave policy, business continuity plan, etc. There should be policy to review at March meeting.	
<i>Finance Committee</i>	Did not meet.	
<i>Events Committee</i>	Did not meet. No new events planned.	
FRIENDS REPORT	No activity with Friends.	
GILL ROOM REPORT	Gill Room Report February 17, 2021 <ul style="list-style-type: none"> • FaceBook: 553 Likes; 579 Follows 	-Annie to setup daily check with

	<ul style="list-style-type: none"> • White Swan article for Journal (2 parts) • Requests: 7 this month <ul style="list-style-type: none"> ○ Photo lookup/ family info ○ House info ○ Past businesses • Issues: <ul style="list-style-type: none"> ○ Water/moisture staining on three ceiling tiles in the Gill Room was noticed on Sunday February 14. <ul style="list-style-type: none"> ▪ Notification of an issue was the following day to Annie—who in turn requested Dan to investigate ASAP. <ul style="list-style-type: none"> • Follow-up per Audrey: they both investigated, found no wetness on the tile. Or anything that could be causing the issue. <p>Will follow-up with a meeting with Dan in the near future to see what can be done.</p>	<p>staff to check for water damage.</p>
<p>MONTHLY FINANCIALS</p>	<p>MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Walter makes motion. Audrey seconds. Board votes yes.</i></p>	
<p>LIBRARY DIRECTOR'S REPORT (Annie)</p>	<p style="text-align: center;">Greenwich Free Library - Director's Report to the Board– February 17^h, 2021</p> <p>Statistics: Check outs- 1,406; Borrowers -230; Holds Satisfied – 738; New Cards Issued – 1; WiFi uses 244</p> <p>This month, as our services to the public are, necessarily, curtailed, the focus has been inward: financial practices, policies – including a staff handbook, collection development and organization. I have met with the consultant to discuss and implement improvements to management.</p> <p><u>Financial:</u></p> <p>The accountant has been working with Marge and me and is nearing completion of the 990 and the Review.</p> <p>I again recommend that the board move forward with creating an official endowment.</p>	

	<p>I sent the requested information to the fundraising committee.</p> <p>\$1,500 Home for Aged Women grant spent for Large Type preorder contract.</p> <p>KEY PRIORITIES:</p> <p>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 Continuing to update the website to include 2021 minimum requirements. FB posts about the construction project have gotten lots of attention</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services. Report of the Building Committee</p> <p>Staff:</p> <p>Emilly Falge Sargent resigned. She has been working part-time at the Schuylerville library and has taken on some children’s programming there.</p> <p>Deb Sgambelluri resigned.</p> <p>KC Scott is taking time off to care for a relative. Marge and I are holding the fort.</p> <p>Before hiring new staff, I would like to work with the consultant, staff and board to create job descriptions and</p>	
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	<p>make decisions about the staffing structure ie whether to add another position that is, at least partly, admin.</p> <p>Other: We are currently open M-F 9-5 and Sat 10-1.</p> <p>Moving from Baker and Taylor to Ingram to access collection acquisition and development tools.</p> <p>I have been working on policies and a staff handbook. I am looking for input from the board and then from staff.</p> <p>The temporary office is functioning well. Patrons are requesting books through the catalog or with staff assistance. We have continued to provide copy/print and faxing services.</p> <p>Thanks to Ellen for her hard work on the Annual Report to the State.</p>	
PUBLIC COMMENT	No public in attendance.	
OLD BUSINESS	<p>Board members must return the following documents to the library:</p> <p>Whistleblower Policy Conflict of Interest Policy Signatures to support the policy</p>	-Annie to email copies again. These are to be returned to library.
NEW BUSINESS	Board members should attend the Village Meeting (3/8/21) and Town Meeting (3/9/21) to support Annie when she presents to these groups.	-Board members to attend meetings if possible.
ANNUAL REPORT TO THE COMMUNITY	Reviewed annual report to the community. Annie will make some modifications and submit to the board for approval.	-Board members to review annual report when revised.
MEETING MOVES TO EXECUTIVE SESSION		
MEETING CONCLUDED 9:01 P.M.		

Minutes signed: Patrice M. Abate