

Minutes

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

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

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 02/17/2021 MINUTES WITHOUT EDITS. <i>Walter makes motion. Claudia seconds. Board votes yes.</i>	
UPDATES REGARDING RENOVATION PROJECT <i>Bullding Committee</i>	Teri presents report detailing construction project. Library was able to find individuals/businesses to take the aluminum lights, columns, and other items that were being discarded. As such, these were recycled and were not thrown away in the dumpster. On 3/15 there was a mid-project meeting. There are some delays. As the aluminum walls must go in before the flooring, and the walls are delayed the construction team anticipates the project will not finish until on/around June 1 st . The library, with the help of Bill, will receive \$2580 in rebates for the new lighting. There was a \$700 charge to fill the concrete block.	
COMMITTEE REPORTS <i>Board Recruitment Committee</i>	**Please see “new business” for board updates.	
<i>Fundraising Committee</i>	Did not meet.	
<i>Policy Committee</i>	Annie is working with a lawyer regarding the PTO policy. Committee is working on a draft copy of an employee handbook.	
<i>Finance Committee</i>	The finance committee met to go over the 990 form. There were a few questions that are being addresses do ensure this form gives the most accurate picture of the libraries financial situation. The town may present the library with a specific contract for how library funding from the town is to be spent.	
<i>Events Committee</i>	The library is expected to reopen on/around June 1 st . Annie would like the board to start thinking about how	-Gather ideas/suggestions

	we will reopen and what an event would like (in times of COVID). Suggestion to possibly get a large tent out back and then offer small walk-thru tours to groups.	for a reopening event.
FRIENDS REPORT	No activity with Friends.	
GILL ROOM REPORT	<p>Gill Room Report March 17, 2021</p> <p>FB: 560 Likes 587 Follows</p> <p>2 Requests:</p> <ul style="list-style-type: none"> • Trying to locate two cabinet card photos in collection – we did not have them • House request info – nothing found yet <p>Meetings/Programs:</p> <ul style="list-style-type: none"> • Third session of Disaster Planning meeting was held on March 8. Created a first draft of priority collections housed in the Gill Room. • Met with WCHS on March 15 to view their collections and answer some questions on collection management, storage, and proper materials for housing. • Invited to join in meeting by Cliff, which also included other historians, Debi Craig and Ken Perry. He was contacted by Adirondack Architectural Heritage (AARCH) on them creating a tour for their organization. They were looking for input on a viable route and options. This was held on March 16. <p>Other:</p> <ul style="list-style-type: none"> • Worked on revision/editing on the proposed employee handbook • Was contacted by the Free Press, they are moving and were offering up their bound volumes of the paper. After a few back & forth emails, it looks like we will have sufficient room for them and I have accepted their offer. I will pick up next week. 	
MONTHLY FINANCIALS	<p>MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS.</p> <p><i>Walter makes motion. Claudia seconds. Board votes yes.</i></p>	
LIBRARY DIRECTOR'S REPORT	Library Director's Report	

<p>(Annie)</p>	<p style="text-align: center;">Greenwich Free Library - Director's Report to the Board- March 17^h, 2021</p> <p>Statistics: Check outs- 1,354; Borrowers -206; Holds Satisfied – 837; New Cards Issued – 2; WiFi uses 217; Overdrive checkouts - 306</p> <p><u>Financial:</u></p> <p>The Accountant completed the financial review and 990. Jim, Ellen, Bob and I met to discuss them and are having a meeting with the accountant to have him answer a number of questions.</p> <p>We also discussed the idea of developing a spending policy for the investment fund, rather than creating an official endowment. This would leave us with more flexibility. I don't know how it would affect our 990.</p> <p>The American Rescue Plan Act contains money for \$200 million for IMLS. We shall see how that trickles down. There are other funds that may also be utilized by libraries.</p> <p>.</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>Gill Room report</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>Working with Hannie Varosy to create family art programs that will use our 2020 LARAC grant</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p>	
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	<p>I presented the Annual Report to the Community at the March Village and Town meetings, posted it on the website and included it in the March newsletter.</p> <p>I participated in NYLA's – virtual – 2021 NY State legislature advocacy day activities.</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>Bill and I have been working on getting a rebate from National Grid</p> <p>Staff: Thanks to Pat and Patrice for their work on the new staff handbook.</p> <p>Thanks to Claudia for her help with job descriptions.</p> <p>Other: Thanks to Ellen for all her work on the Annual Report to the State</p> <p>I have submitted our paid time off policy to NYCoN to have a lawyer review it and am awaiting a reply.</p> <p>I am working with the company that services our copier to purchase/lease a new one and – I hope – solve some of the printing issue that have been frustrating for patrons and staff.</p> <p>I received a very long list of questions related to the rental house lawsuit and am working on them.</p>	
PUBLIC COMMENT	No public in attendance.	
OLD BUSINESS	-Board will vote to establish an “endowment” (specific language yet to be determined) for invested funds and specify language as far as annual spending policy. Look for	
NEW BUSINESS	There were (2) additional board resignations this month. Pat Lamb and Naomi Myer have both left the library board. The board is now left with only 7 active members.	-Each board member should look to have a

	We need to look for members of the community who would be willing to act as trustees.	name of a prospective board member for the next meeting.
MEETING MOVES TO EXECUTIVE SESSION		
MEETING CONCLUDED 8:32 P.M.		

Minutes signed: Patrice M. Abate