



Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
 April 15, 2020, 7:00 PM, Virtual meeting via Zoom



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

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	Minutes approved without edits for the 3/18/20  Approved Minutes meeting. 3-18-20 Library Board Motion: Walter Second: Claudia	
COMMITTEE REPORTS <i>Building Committee</i>	Annie and Teri have started narrowing down choices for the renovation.	
<i>Events Committee</i>	Plant sale tentatively rescheduled for Memorial Day weekend.	
<i>Fund Raising and Finance Committee</i>	Did not meet.	
<i>Gill Room Committee</i>	Did not meet. See Gill Room Report below.	
<i>Marketing & PR Committee</i>	Did not meet.	
<i>Policy Committee</i>	Did not meet	
PUBLIC COMMENT	No public present.	
GILL ROOM REPORT (Sandy)	Gill Room Report April 15, 2020 <ul style="list-style-type: none"> • FB: 503 likes; 525 followers • No Volunteer hours due to COVID-19 • Pandemic shutdown <ul style="list-style-type: none"> ○ Checked in with all—reports are everyone seems to be doing well.☺ • My projects this month: 	

	<ul style="list-style-type: none"> ○ Updating the photos of Greenwich for our files <ul style="list-style-type: none"> ▪ Beginning with Main Street businesses and houses ▪ Lower Main is complete ▪ Upper Main will begin next ○ “joint” project with the Town of Greenwich historian on tracking/documenting the COVID-19 updates ○ Monthly journal article 	
FRIENDS REPORT	-No Friends’ Report. Annie coordinating the library weeding efforts with the Friends for next book sale.	
MONTHLY FINANCIALS	<p>Monthly financials approved. Motion: Claudia Second: Walter</p>  <p>March 2020 Financials.xlsx</p>	
LIBRARY DIRECTOR’S REPORT (Annie)	<p>Greenwich Free Library - Director’s Report to the Board– April 15, 2019</p> <p><u>Financial:</u></p> <p>Applied for \$27,878 from the Paycheck Protection Program on 4/3. This is 2.5 times the average monthly payroll. It can be used for payroll and utilities costs. The payroll portion becomes a grant if we maintain our payroll for 8 weeks. Any other uses become low interest loans. There is no penalty for early repayment of the loan portion. Many thanks to Patrice, Mary MacKrell and Marcy Smith at Glens Falls National.</p> <p>Plant Sale is tentatively rescheduled for Memorial Day Weekend</p> <p>KEY PRIORITIES: Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities Expansion of online offerings: (Jen)</p>	

	<p>Library card applications and lookups</p> <p>Overdrive: instant cards, addition of funds to total \$1,000</p> <p>Kanopy movie streaming total cost \$1,000</p> <p>Other information and entertainment resources.</p> <p>Phone reference</p> <p>Facebook: (Emilly)</p> <p>Posting schedule for general info., library info and fun</p> <p>.</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>Online story times. Including a collaboration with Schuylerville Library and Hudson Crossing.</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>1,160 Facebook followers</p> <p>Created an updatable list of public WiFi locations</p> <p>Attended online sessions: Chelsie Henderson with local businesses and organizations; Chamber of Commerce with Carrie Woerner and Elise Stefanik</p> <p>Reaching out to Kelly Eustis at the Chamber to offer resources</p> <p>2 articles in the Journal Press</p>	
--	---	--

	<p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>Carpets and floors cleaned. More “deep cleaning” in progress. Teri and I “met” with Kali from Accent furniture and have been narrowing down furniture choices. KC and I have been weeding materials in anticipation of the move in the fall.</p> <p>Other:</p> <p>Marge has been keeping bills and staff paid and cleaning up and organizing files. She will be working on getting our existing and new policies organized and in a consistent format.</p> <p>Deb and I have been working on improving collection development and promotion practices.</p> <p>SALS Directors have been meeting weekly. A committee has been formed to address reopening: proper handling of materials, coordinating schedules for accepting returns etc.</p> <p>-There was discussion with the director on new mask/glove policy. Annie is working with other library directors on this. In addition, she is coordinating what an eventual reopening will look like. Some libraries anticipate they will need weeks to get back online. Annie thinks Greenwich will only need 3-4 days. Circulation would be the initial priority for the library. Much of the programming has moved online.</p> <p>-Annie is working with a group of libraries looking to make a bulk purchase of masks.</p>	
--	--	--

<p>OLD BUSINESS</p>	<p>-Our insurance company denied our claim on the carriage house. Our next step was to contact the rental agent's insurance company. It is likely they will deny coverage because we did not have a formal rental agreement. Jim Cox is recommending that if we do not hear from them by 4/22 we should proceed with our plans. We have an approved demolition permit and the dump is open to receive the materials once the structure is taken down. There is no asbestos in the structure. There is significant mold damage to the property.</p> <p>Removal of the structure should take approximately 3 days. Neighboring buildings (TD Bank, town offices) will be notified.</p>	
<p>NEW BUSINESS</p>	<p>-It has been recommended by Mary MacKrell, as well as Glens Falls National Bank, that we create a second checking account only for the PPP funds. The board votes to create the new checking account at G.F. National Bank specifically for these funds. There will be limited signatories (Annie, Jim) on the account because it will only be used for an 8-week period for payroll and eligible expenses.</p> <p>Motion: Audrey Second: Claudia</p>	<p>Application for new PPP checking account at G.F. National Bank</p>
<p>POLICY VOTES</p>	<p>Board votes to approve the following policies:</p> <p><i>Authorization for Material Purchases and Services to be Performed</i></p> <p>Motion: Walter Second: Teri</p>  <p>Authorization for Material Purchases an</p> <p><i>Guidelines and Policy for Greenwich Free Library Room Use</i></p> <p>Motion: Audrey Second: Naomi</p>  <p>Community Room Use.doc</p>	

<p>LIBRARY CLOSING POLICY</p>	<p>The Greenwich Free Library adopts the following statement regarding closure:</p> <p><i>The Greenwich Free Library will remain closed per New York State guidance until the next regularly scheduled library board meeting on May 20, 2020 or until further guidance is received from New York State, whichever comes first.</i></p> <p>Motion: Patrice Second: Audrey</p>	
<p>MEETING CONCLUDES 8:20 p.m.</p>		

Minutes signed: *Patrice M. Abate*