



Minutes

Greenwich Free Library Board of Trustees Monthly Meeting May 20, 2020, 7:00 PM, Virtual meeting via Zoom

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

| Agenda Item | Discussion | Follow-up Required |
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| APPROVE MINUTES | Minutes approved without edits for the 4/15/20  Approved Minutes meeting. 4-15-20 Library Board Motion: Teri Second: Walter | |
| COMMITTEE REPORTS <i>Building Committee</i> | Preliminary furniture decisions for the renovation have been made. Details regarding the furniture were made available to the board in the document 2020.04.08 GPL Furniture KAC. | |
| <i>Events Committee</i> | Due to state restrictions, plant sale was reorganized as a “virtual sale” hosted by Andrea. Deliveries to occur on Saturday 5/23. Thank you to Andrea for all of her work on this event! | |
| <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. Committee will meet via virtual meeting soon. | -Audrey to arrange virtual meeting. |
| PUBLIC COMMENT | No public present. | |
| GILL ROOM REPORT (Sandy) | Gill Room Report May 20, 2020 <ul style="list-style-type: none"> • FB: 504 likes; 526 followers 8 requests <ul style="list-style-type: none"> • Fitch Gazetteer info • North Greenwich Methodist Church | |

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| | <ul style="list-style-type: none"> • Address • Boulder/Rock • Photos • 2 Genealogy • Asian Flu Lookup | |
| FRIENDS REPORT | -No Friends' Report. | |
| MONTHLY FINANCIALS | <p>Monthly financials approved. Motion: Teri Second: Walter</p> <div style="text-align: center;">  <p>April 2020 Financials.xlsx</p> </div> | |
| LIBRARY DIRECTOR'S REPORT (Annie) | <p>Greenwich Free Library - Director's Report to the Board- May 15, 2020</p> <p><u>Financial:</u></p> <p>Received \$27,878 from the Paycheck Protection Program on 4/20. It is in a separate bank account, as per recommendations. We are carefully documenting all expenses that are currently allowable and will be transferring money into the operating account to cover them. The rules keep changing on this, so we are being as scrupulous as possible and trying to keep current on any changes that could affect us.</p> <p>We have officially withdrawn our request for a tax levy increase.</p> <p>In order to avoid doing anything illegal, the Plant Sale has become a "personal" project of Andrea's. Details were forwarded to board members.</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 style="padding-left: 40px;">Planning for virtual summer reading continues. Big thanks to Jen and Emilly</p> <p style="padding-left: 80px;">This year, we will be using the Reader Zone app for signups and tracking of reading.</p> <p style="padding-left: 40px;">Our poetry walk will have 15+ stops around the Village.</p> <p style="padding-left: 40px;">Online story times will continue - Filmed at local parks, playgrounds, farms etc.</p> <p style="padding-left: 40px;">We will be collaborating with Katrina Williams on a</p> | |

children's book club and Annie will host one for adults. I have an email out to Nicole Carner to do one for teens.

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.

We got an email from the digitizing company Sandy and I visited to let us know that they remember us and will get in touch when things get moving again.

Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages

Online story times have been evolving.

Community Engagement Goal: Improve service of, integration into and recognition by the community

Attended online sessions: Elise Stefanik, Weekly meetings: SALS, ARSL and CDLC

Applied for a grant to create a wifi station at the Cossayuna Fire House. Rejected because we aren't "rural enough" and have handed it off to Argyle to try.

Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.

Planning for renovation continues. We have asked about bringing the schedule forward but it doesn't look like that will happen.

Rental House demolition completed. Many thanks to John and Scott.

Other:

Nonprofit Zoom account in the works that will allow for call-ins and breakout sessions for committee meetings.

Reopening:

It has not yet been determined what phase libraries come under. Currently, we are looking at either 2 or 4.

In light of the constantly shifting landscape, I have been gathering

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| | <p>ideas to use for shaping our reopening schedule and procedures but not spending a lot of time making elaborate plans.</p> <p>Now that the date for opening is coming closer, I would like to work with a board committee on this, with the goal of having a basic plan for board review by the beginning of June.</p> <p>There are a lot of variables to consider. Here are a few:</p> <p>Public: What services will we offer? When we let people in the building? Who can come in? How many at a time? What they can do when they are here? One-way traffic pattern? Computer use? How will we maintain the most sanitary conditions possible? Bathrooms open? Masks required? Revision of behavior policy?</p> <p>Staff: Scheduling to reduce intra-staff contact. Teams? Allowing for levels of comfort with public contact. PPE we will provide? Schedule for cleaning staff areas? Staff doing home deliveries? (Insurance)</p> <p>General: Air circulation. Limited hours. Volunteers. Quarantine for materials.</p> <p>The SALS Committee is developing some guidelines – which I have included as an attachment.</p> <p>I have been ordering cleaning and PPE type supplies and equipment as they become available.</p> <p>Dan Fischer and I met to get some acrylic sneeze guards made for the circ desks.</p> | |
| OLD BUSINESS | -Carriage house demolition is complete. Pad from garage remains so it can possibly act as location for POD to hold items during renovation. Sincere thanks to the team of experts who assisted in this process. | |
| NEW BUSINESS | <p>-Annie is forming a committee to help with reopening. Staff must be provided masks and gloves. Annie has purchased (8) face shields that can be worn by staff. Annie is working on figuring out who is comfortable working, working in teams, staffing the library without volunteers, etc.</p> <p>-Our cleaners will continue. Decisions will need to be made regarding shared restrooms/public.</p> | -Contact Annie to be involved with the reopening committee. |
| MEETING CONCLUDES | | |

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| 7:53 p.m. | | |
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Minutes signed: Patrice M. Abate