


Minutes

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

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

Agenda Item	Discussion	Follow-up Required
<b>APPROVE MINUTES</b>	Minutes approved without edits for the 6/17/20 meeting.  Approved Minutes Motion: Walter Second: Claudia 6-17-20 Library Board	
<b>COMMITTEE REPORTS</b> <i>Building Committee</i>	<p>-Building committee met on 6/25 to discuss the expansion and resurfacing of the paved space behind the library. Also goal of getting H2O away from the foundation of the building. Dave Canfield has agreed to provide a free estimate for the purposes of the grant application. We will need a survey of the back lot as one does not appear to exist. Library has a 1997 survey for the front lot but the back lot was not included at that time. Annie does not believe the cost of the survey can be included in the grant so this is an unanticipated expense.</p> <p>-First-floor renovations are on track to go out to bid after Labor Day with an intended start date of November. Hope to have renovations completed by May.</p> <p>-Lisa Hayes and Paul Mays met with the building committee. They will work on the plans for the resurfacing project once a survey is complete. In addition, Paul will create a “planning board” to showcase renovations to assist with the “match” fundraising of \$44K that is still needed.</p> <p>-Board adopts a resolution authorizing the director to get bids for a land survey.                      Motion: Claudia Second: Ellen</p>	<p>-Contact land surveyors and get estimates on cost of a survey.</p> <p>-Contract survey.</p>
<i>Events Committee</i>	Committee discussed via email the possibility of holding a bulb sale this fall. Investigating companies that offer bulb sales as a fundraiser. Theme of “planting signs of hope for spring.” Annie suggested also possibly adding a sale of perennial splits to the idea. Funds raised would help supplement the fundraising efforts of the board as proceeds from the spring plant sale were lower than previous years.	-Research bulb companies and have this event ready for approval and

		promotion at August board meeting.
<i>Fund Raising and Finance Committee</i>	As mentioned by the building committee, \$44K in matching funds needs to be raised.	-Schedule time for this committee to meet to discuss the \$44K match.
<i>Gill Room Committee</i>	Did not meet. See Gill Room Report below.	
<i>Marketing &amp; PR Committee</i>	Library has continued to promote events via social media. Response to the Butterfly Raise & Release program has been extremely popular.	
<i>Policy Committee</i>	Did not meet	-Schedule time for this committee to meet in advance of the August board meeting.
<b>PUBLIC COMMENT</b>	No public present.	
<b>GILL ROOM REPORT</b> (Sandy)	<p>Gill Room Report <span style="float: right;">July 15, 2020</span></p> <ul style="list-style-type: none"> <li>• Facebook: 512 Likes; 536 Followers</li> <li>• 3 requests <ul style="list-style-type: none"> <li>○ 2 genealogy</li> <li>○ 1 house search</li> </ul> </li> <li>• Pull Ticket: <ul style="list-style-type: none"> <li>○ With the library reopening, Annie and I decided to try a pull ticket request for items in the Gill Room that patrons could fill out online. Jen made the magic happen—and we have the fillable form online that will be sent directly to me. Once a request is received I’ll pull the item and notify the patron as to when it is available for usage. They arrive, and head downstairs to find the item awaiting them in a bag, as was done for curbside pickup, and they are allowed 1.5 hours of time with it in the downstairs lobby. Once they finish the item is placed in quarantine for the Gill Room (on the counter in the</li> </ul> </li> </ul>	

	<p>meeting room downstairs) for 3 days then returned to inventory.</p> <ul style="list-style-type: none"> <li>• 2019 Regional Collection Grant update: <ul style="list-style-type: none"> <li>○ This was for microfilming/digitizing 2014 – 2018 Greenwich Journals and the 1909 – 1913 bound editions of The Commonwealth newspaper. Grant was awarded in the amount of \$6,000 and the items were sent off to Biel’s in May 2019. The grant was due to expire on June 30, 2020, however an extension was given to all recipients until December 2020 due to Covid. I’ve contacted Biel’s for another update on the progress and have been told they have finished, and would be shipping out soon.</li> </ul> </li> <li>• Digitization <ul style="list-style-type: none"> <li>○ Waiting for more information on a scanner before finalizing list.</li> </ul> </li> </ul>	
<p><b>FRIENDS REPORT</b></p>	<p>-No Friends’ Report.</p>	<p>-Annie is hoping to have one or two Friends’ volunteers look at the books weeded from the collection as well as recent donations. Annie is exploring a facility in Rotterdam called “Book Depot” as a possible donation site as well as the Better World</p>

		Books bin in Clifton Park.
<b>MONTHLY FINANCIALS</b>	<p>Monthly financials approved.  Motion: Ellen Second: Claudia</p> <p>-Compliments to Marge on her organization of the monthly financials. Board members commented on how clear and easy-to-review these transactions are.</p>	
<b>LIBRARY DIRECTOR'S REPORT</b> (Annie)	<p align="center"><b>Greenwich Free Library - Director's Report to the Board- July 15, 2020</b></p> <p><b>Financial:</b>  I have applied for a hearing on the Unemployment claim. It is currently costing us about \$100 a week. (To discuss specifics, we'll need to go into executive session.)</p> <p><b>KEY PRIORITIES:</b>  <b>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</b>  <b>Summer Reading</b>  Please see our July newsletter to see all that's going on.  <a href="https://www.greenwichfreelibrary.org/newsletter/">https://www.greenwichfreelibrary.org/newsletter/</a></p> <p><b>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.</b></p> <p>Sandy and I have developed procedures for limited access to Gill Room materials.</p> <p><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b></p> <p>The Butterfly-raising program has reservations for all 50 of the available kits. A number of participants have come through promotion by Head Start.</p> <p><b>Community Engagement Goal: Improve service of, integration into and recognition by the community</b></p> <p>I have continued to attend relevant online meetings.  I will attend the 7/13 Town Board meeting to update them on library activities during the shutdown.</p>	<p>-Library has reached the point where 100% of the PPP loan has been spent on eligible expenses. The money has been categorized as a "restricted grant" for accounting purposes and the monies will now be moved from the dedicated PPP account to the primary account. The PPP account will be closed.</p> <p>-Library was approved for village funds at April meeting. The town funding will be part of</p>

	<p>Still working with SALS to improve and boost our wifi signal.</p> <p>Staff member KC attended and shared the recording of a de-escalation workshop and shared it with the rest of the staff.</p> <p>Deb and I have been working on updating and deploying the 5 newspaper boxes we got from Darren Johnson as “Little Free Libraries” HS student Lauren Marci is helping with this.</p> <p>Deb and I have also begun exploring the possibility of starting a delivery service.</p> <p>The annual library award was presented to Kiara Warrington, a student who has made a lot of use of the library.</p> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b></p> <p>KC, Deb and I continue to develop new procedures for selecting and organizing books and other materials.</p> <p>We have moved from curbside only to partial reopening to the public on July 13th. We have reset the building and have our cleaning, social distancing and other procedures in place.</p> <p>I participated in a two-part workshop on disaster planning.</p> <p>Thanks to Patrice, Jim and John for helping us get our insurance updated.</p> <p><b>Reopening:</b></p> <p>Curbside service has gone very well. We are looking forward to seeing people in the building.</p> <p>Brian has resumed regular cleaning and we will be making decisions about any additional cleaning as we get people in the doors and see what our needs are.</p>	<p>the town budget in October.</p> <p>-Annie attended a seminar on emergency preparedness and will implement the ideas suggested (having all relevant library information available in the event of emergency, conducting emergency drills, etc.) to help the library be better prepared.</p>
<b>OLD BUSINESS</b>	Annie has submitted necessary documentation to NYS regarding unemployment claim. Jim Cox has agreed to consult if/when NYS holds the hearing regarding the claim.	
<b>NEW BUSINESS</b>	-We may adjust library hours to open earlier and close earlier. Parents with young children have long requested we hold early childhood programs earlier than 10:00 a.m. to better accommodate the children	

	<p>and our patrons in general. Also, later evening hours are not very busy.</p> <p>-Annie proposed the idea of adding a sidewalk at the town board meeting.</p> <p>-Ellen is examining the makeup of the library's investment portfolio. She noted a 2.5% decline in the overall balance. The portfolio is currently weighted towards equity holdings (54%). Breanna Lundy of Edward Jones has agreed to review the portfolio and Annie and Jim will be involved with this process should it be decided to rebalance the portfolio.</p>	
<p><b>MEETING CONCLUDES 8:03 p.m.</b></p>	<p>Vote to adjourn meeting: Motion: Claudia Second: Walter</p>	

Minutes signed: Patrice M. Abate