

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
July 21, 2021 7:00 PM, Greenwich Free Library

Attendees: Patrice Abate, Claudia Blackler, Audrey Fischer (via phone), Walter Grom, Bob Jeffords, Annie Miller (Library Director), Sandy McReynolds, Kathy Nichols-Tomkins, Jim Nolan, Dave Wever

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 06/16/2021 MINUTES. Corrected name “Dave Weaver” to “Dave Wever.” <i>Claudia makes motion. Walter seconds. Board votes yes.</i>	
UPDATES REGARDING RENOVATION PROJECT <i>Building Committee</i>	-Final punch list has been created for the contractors. Annie anticipates everything should be done in next couple of weeks. -Mahoney Alarms did a final check and noticed a missing strobe light. The system is functioning properly. -Lock on Gill Room door still needs to be repaired. -Fire department is scheduled to do a walk-thru so that they are familiar with the building.	
COMMITTEE REPORTS <i>Board Recruitment Committee</i>	Did not meet.	
<i>Fundraising Committee</i>	Did not meet.	
<i>Policy Committee</i>	Did not meet.	
<i>Finance Committee</i>	Did not meet.	
<i>Events Committee</i>	-Kathy Nichols-Tomkins has organized a “tag sale” event in an attempt to get rid of furniture and shelving that is no longer needed after renovation. Small group will meet on Friday 7/23 to assemble items and the sale will take place of Saturday 7/24. Remaining items will be given to a scrap dealer or advertised as free. -Events committee will meet on Tuesday 7/27 at 9:00 am to discuss the Great Give Back. https://thegreatgiveback.org/	

	<p>Here are some of the suggested events for the Great Give Back that will occur on Saturday 10/16.</p> <p>Some example project ideas:</p> <p>1. Literacy</p> <ol style="list-style-type: none"> 1. Storytimes enacted by teens 2. Offer Book Buddies programs 3. Read-a-Thon (all ages) 4. Book-related crafts 5. Design bookmarks <p>2. Animal Welfare</p> <ol style="list-style-type: none"> 1. Make cat/dog toys 2. Craft pet beds 3. Host a clean towel/supply drive 4. Create “Thank you for adopting” kits that shelters can give to adopters 5. Hold a pet food drive 6. Have a pet adoption fair <p>3. Services for the Elderly</p> <ol style="list-style-type: none"> 1. Partner with local adult homes and make seasonal 	
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	<p>decorations, door decorations, or something else they are in need of</p> <ol style="list-style-type: none"> 2. Host an entertainment event (music, movie, dance) for seniors 3. "Thank a Senior Citizen" cards 	
	<p>4. Environment / Beautification</p> <ol style="list-style-type: none"> 1. Clean up a park, trail, local cemetery, the library grounds, etc. 2. Reduce, reuse, recycle crafts 	
	<p>5. Homelessness</p> <ol style="list-style-type: none"> 1. Make mats out of plastic bags 2. Put together clean up kits from a supply drive 	
	<p>6. Food / Hunger</p> <ol style="list-style-type: none"> 1. Decorative place mats for local soup kitchens 2. Collect "Food for Fines" - volunteers can 	

	<p>7. Veterans</p> <p>8. Other</p>	<p>sort donated food</p> <ol style="list-style-type: none"> 1. Thank a Veteran letters for Veterans Day 2. Craft patriotic ribbon pins to give away 3. Create no-sew blankets and donate to a veterans' home <ol style="list-style-type: none"> 1. Blood drive 2. Book drive – volunteers can help sort donations and donate to local organizations (jail, adult homes, shelters, patrons can swap books) 3. Book sale to benefit the library 4. Contact local Boy Scout/Girl Scout troops for their involvement in community service efforts 5. Create birthday party kits
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FRIENDS REPORT	September should represent the restarting of Friends' sales.																						
GILL ROOM REPORT	<p>Gill Room Report July 20, 2021</p> <p>FB: 566 Likes (+2) 596 Follows (+3)</p> <p>Requests:</p> <ul style="list-style-type: none"> • Mowry family genealogy, house photos <p>Meetings/Programs:</p> <ul style="list-style-type: none"> • 2nd AARCH: to finalize tour locations • Jim Kennelly, Town of Jackson historian this Saturday to tour the Gill Room <p>During Covid-19 lockdown—the Gill Room Volunteers Claudia, Wallace, and Roger—continued to work on projects, collect local history stories in papers, obituaries, and veteran information. Their work and dedication to the Gill Room collections should be commended.</p> <p>Hours: June 25 – July 15, 2021</p> <table border="1" data-bbox="521 1451 1105 1892"> <thead> <tr> <th>Name</th> <th>Gill Room Hours</th> <th>Outside Hours</th> </tr> </thead> <tbody> <tr> <td>Claudia</td> <td>9.75</td> <td></td> </tr> <tr> <td>Wallace</td> <td>6.75</td> <td></td> </tr> <tr> <td>Mary Lou</td> <td>-</td> <td></td> </tr> <tr> <td>Roger</td> <td>6.5</td> <td></td> </tr> <tr> <td>C.J.</td> <td>-</td> <td></td> </tr> <tr> <td>Nancy</td> <td>5.75</td> <td></td> </tr> </tbody> </table>	Name	Gill Room Hours	Outside Hours	Claudia	9.75		Wallace	6.75		Mary Lou	-		Roger	6.5		C.J.	-		Nancy	5.75		-Lock still needs to be looked at in the Gill Room.
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	<p>TOTAL HOURS: 28.75</p> <p>PATRON USE: 1.5</p> <p>•</p>	
<p>MONTHLY FINANCIALS</p>	<p>MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Walter makes motion. Patrice seconds. Board votes yes.</i></p>	
<p>LIBRARY DIRECTOR'S REPORT (Annie)</p>	<p>Greenwich Free Library - Director's Report to the Board- July 20th, 2021</p> <p>Statistics: Check outs- 1,806; Borrowers -296; Holds Satisfied – 681; New Cards Issued– 5-; WiFi uses 319; Overdrive checkouts - 334</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>Summer Reading: We are doing a much simpler summer reading program than in previous years. Our new Youth Services coordinator decided that she wouldn't continue.</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>The first of three Art for All with Hannie Eisma Varosy classes took place on Sunday, July 18th. This series is funded with the 2020 LARAC grant money.</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>I have been in contact with the musicians about holding our twice-postponed dance in the fall. I've been in touch with Easton about collaborating on this.</p>	

	<p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>We are chipping away at the final elements of the renovation: getting storage closets set up and filled etc. The Community Room is slowly emptying. Tag Sale on Saturday! Many thanks to Dan for all his hard work.</p> <p>We have gotten more training on our new copiers.</p> <p>Met with Lisa and Bill on 7/16. We are down to the last few items on the punch list.</p> <p>Staff:</p> <p>We have gotten a good response from returning and new volunteers but we still have holes to fill in the schedule.</p> <p>New staff are settling in nicely. As hoped, Emily is taking on some of the computer-related tasks, like getting our calendar and room reservation systems back on the website.</p> <p>We are doing staff training for emergency situations at staff meetings. This month, a trainer from Mahoney Alarms will show us how to properly use the alarm system.</p> <p>I have an email from the Greenwich Fire Department. They will contact us to schedule a walk-through.</p> <p>Other: On 6/18, I delivered documents/photos/videos to the lawyer re: the rental house lawsuit. I haven't heard anything back.</p> <p>Also discussed: Discussion of whether the library should consider applying for a grant to redo the rear area of the library. Would want space to address parking, green space, and drainage. Building committee can possibly consider putting in a charging station. Also, Annie would like the building committee to take over responsibilities of reviewing utilities for the library.</p>	
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	Annie is on vacation the week of 9/6.	
PUBLIC COMMENT	No public present.	
OLD BUSINESS	No old business.	
NEW BUSINESS	Board discusses the specifics of our search for a new director. The hiring committee will consist of Cliff, Dave Wever, and Bob Jeffords. The board also intends to ask a member of the community to join the committee. Board discusses what qualifications we will ask for in our ad. We will contact some local libraries who have recently hired directors to look at their ads as well as use the guidance from SALS.	
MEETING CONCLUDED 8:40 pm		

Minutes signed: *Patrice M. Abate*