




Minutes


Greenwich Free Library Board of Trustees Monthly Meeting  
September 16, 2020 7:00 PM, Virtual meeting via Zoom

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

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Required</b>
<b>APPROVE MINUTES</b>	<p>Minutes approved without edits for the 8/19/20 meeting.</p>  <p>Approved Minutes Motion: Naomi Second: Walter 8-19-20 Library Board</p>	
<b>COMMITTEE REPORTS</b> <i>Building Committee</i>	<p>-There have been dramatic price increases with the cost of the renovation due to material costs. The furniture estimate was very high (and will need to be reviewed and possibly changed). The plans will be divided into multiple pieces in the event the entire project cannot be funded. This will allow different portions of the renovation to happen. Lisa Hayes has pushed back the estimated start date from November to January. Grant money for this project must be spent by the end of June. -Annie is working on getting the survey completed on the back lot.</p>	
<i>Events Committee</i>	-Did not meet.	
<i>Fund Raising and Finance Committee</i>	<p>\$3000 has been raised so far. Jim will be approaching two potential donors, recommended by a board member, in the coming week. Discussion of when we should conclude the fund raising for the construction project as we prepare for the annual appeal. -Audrey suggests stressing the impact of COVID-19 on not-for-profit organizations. -Annie is approaching various foundations. She is asking the Lions Club for a \$5K donation and asking for \$10K from other organizations.</p>	-Start annual appeal letter in preparation for the October meeting.
<i>Board Recruitment Committee</i>	-Breanna Lundy declined the offer to join the board.	
<i>Marketing &amp; PR Committee</i>	-Pat has worked with Annie and developed materials to show the construction project to potential donors. Additionally, Pat will be working on the annual appeal letter with Annie.	

<i>Policy Committee</i>	-Committee met and reviewed the policies that have now been approved. There are 50 pages of approved policy. Committee will work on record retention and safety next.	
<b>PUBLIC COMMENT</b>	No public present.	
<b>GILL ROOM REPORT</b> (Sandy)	<p>Gill Room Report September 16, 2020</p> <ul style="list-style-type: none"> <li>• FB: 512 Likes; 535 Followers</li> <li>• 2 requests—one for research, one for viewing materials in person</li> <li>• 1 donation</li> <li>• Volunteers have requested to come back to work in the Gill Room. A guidance for their return has been created and awaiting your approval. Once the Board agrees, the following week they can start signing up for times to come in to work on their projects.</li> <li>• Digital scanners are here, setup will begin this weekend.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Gill Room Covid.docx volunteer guidelines.docx</p>	
<b>FRIENDS REPORT</b>	-Audrey not available for the report.	
<b>MONTHLY FINANCIALS</b>	Monthly financials reviewed.	
<b>LIBRARY DIRECTOR'S REPORT</b> (Annie)	<p><b>Greenwich Free Library - Director's Report to the Board - September 16, 2020</b></p> <p><b>Financial:</b> I have contacted the accountants who ran the workshop Marge and I attended last fall. They are sending a quote for services. The conversation I had with them helped me clarify our needs and I plan to use their bid as a template for other rfp's.</p> <p>I submitted a request for discretionary spending to the Town. I have requested the \$43,500 that we have gotten in the past.</p>	

	<p><b>KEY PRIORITIES:</b></p> <p><b>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</b></p> <p>Jen is applying for a grant to train people to use the Google suite of applications.  On Thursdays, Jen is holding Zoom skills classes.  The butterfly raise and release program was a big success.</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><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b></p> <p>We are participating in Ft Edward Library’s virtual Scavenger Hunt.  We have the Smithsonian’s Votes for women poster display on our website and physical display at the front of the building.  Photography workshops continue.</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 attended the LARAC awards ceremony.  Voter registration  Census  Work on the wifi booster for Cossayuna continues.  We are currently working with the schools to provide access to our digital library for all the Jr/Sr HS students and to distribute books and classroom materials for the Primary and Middle Grades.  We will be giving out free comic books on September 26<sup>th</sup> as part of the national celebration.</p> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b></p> <p>We are starting a hard weed of the Adult Fiction section.  Report of the Building Committee</p>	
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	<p><b>Reopening:</b></p> <p>Services continue to work smoothly. The first after-school teens were happy to use the porch for their hangout/homework.</p> <p>Lab testing of library materials has shown that some retain measurable virus for longer than 4 days. However, as no cases of infection from library materials have been shown, neither SALS nor we will extend the quarantine.</p>	
<b>REVISED BUDGET</b>	<p>-Finance committee has been reviewing the current fiscal budget. Adjustments have been made due to the impacts of COVID-19 (no in-person events, less fundraising, fewer</p> <div style="text-align: center;">  <p>Adjusted 2020 Budget 9-15.xlsx</p> </div> <p>staffing hours). -Budget committee will reach out to town about upcoming funding.</p>	
<b>OLD BUSINESS</b>	-None	
<b>NEW BUSINESS</b>	<p>-A new committee will be formed to address the library's Emergency Plan. Anyone interested in being involved should contact Annie.</p> <p>-Board members will be contact by Teri regarding a collection effort.</p>	
<b>MEETING CONCLUDES 7:51 p.m.</b>		

Minutes signed: Patrice M. Abate