

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

MARCH MINUTES

Regular Monthly Meeting

Wednesday 3/16/2022

7:00 pm

Community Room

Attendees: Patrice Abate, Ellen LeCompte, Sarah Murphy (Library Director), Sandy McReynolds (Historian), Kathy Nichols-Tomkins, Teri Pendergrass, Dave Wever

Also in attendance K.C. Scott (staff member)

1. Call to order at 7:02 pm
2. Board action items

Approval of proposed February 16, 2022 Minutes. Several revisions requested (First motion proposed by Teri, second by Ellen L. Policy & Audit committee notes that this is Audrey's final meeting as a board member as she has completed her 5-year term. Patrice and Kathy have JOINED this committee. The final motion regarding mask wearing was approved by the board.) Revised minutes are voted upon:

Patrice makes motion to approve the minutes. Ellen L. seconds. Board approves.

3. Board committee reports
 - a. *Facilities Committee* (Dave, Teri, Paul)

Teri asks for the board's input on shades in the lobby area. The company providing other shades in the library was recently here completing measurements and they measured those windows as well. There is agreement that there is no benefit to having shades in the lobby so a decision is made to NOT get a quote on providing shades for this area.

Trevits Woodworking provided a quote for several finishing projects. This quote includes a table for next to the fax machine (an immediate need) as well as some shelving requests that will be part of an upcoming grant application. A motion is made to separate the table from the quote and approve the table (for next to the fax machine) immediately.

Teri makes motion. Kathy seconds. Board approves.

We will look over the remainder of the quote in the coming weeks and see how we want to proceed with shelving. There has been discussion of NOT using the existing 5 bookshelves and instead add one larger table to the area next to the circulation desk as a table is definitely lacking in the redesign. We can use the existing quote for grant purposes and then get more specific with the plan if approved.

The staff informed Dave that several tiles were on the ground after a recent storm. Dave went on the roof to inspect and noticed a few areas where screws were missing as well as some missing tiles. He called a local roofer that he knows that came and examined the roof and said the roof will likely need to be replaced in the next 2-3 years. This roofer will provide a quote for doing the minor repairs needed once the weather is warmer. Sarah is aware that the roof will need to be redone and will look for grant opportunities.

b. *Events Committee* (Kathy, Patrice)

K.C. Scott presents information to board on plant sale. Library is seeking the help of local gardeners and plant growers for the upcoming plant sale. Kathy has helped by advertising the event on Front Porch Forum and asking for the donation of materials.

c. *Policy & Audit Committee* (Paul, Patrice, Kathy)

We have received an estimate from our accounting firm, Cusack & Co. CPAs, regarding an Internal Control Study. This, combined with the accounting setup and changed to financial reporting that we have done in the past 2 years, would give us an idea if there are any steps we are missing to protect the financial interests of the library. The Internal Control Study would cost between \$1800-\$2200. It could be completed in approximately 3 days and would provide the board with a list of recommended changes. We have also contacted the accounting firm used by SALS for audit purposes (UHYLLP Certified Public Accountants) but have not yet received a response from Serena Kirkpatrick who is the SALS contact there.

Revision of library bylaws continues with the hopes of presenting revisions to the board in early April for a vote at the April meeting.

The committee working on the 5-year strategic plan has been meeting. Kathy is heading this committee. Next meeting is on 3/24/2022 at 6:30 pm. Kathy handed out a set of questions for each board member to consider.

d. *Board Recruitment Committee* (Cliff, Patrice)

Mary Ann Spiezio will attend our May 2022 meeting with the possibility of joining the board once her term with the Chamber of Commerce concludes.

Gill Room Report

March 16, 2022

FB: 587 Likes (+5)

624 Follows (+6)

Meetings/Programs:

- Gill Room orientation for afternoon staff seemed to have gone well.
- *“The Parks of Greenwich Through the Years”* presentation for GEHA had 22 in attendance.
- April 2nd at 10am I will be conducting a Zoom presentation on how to use NYS Historic Newspapers. Preparation for that has begun.
- Today begins the free 3 week course offered by DHPSNY on collections care and preservation basics that I have enrolled in.

Hours: February 15 – March 12, 2022

Name	Gill Room Hours	Outside Hours
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Claudia	5.5	
Wallace	8.5	15
Roger	6	
Nancy	9.25	
Sara	1.25	
Caleb	1.5	

TOTAL HOURS:	32
PATRON USE:	2.75

4. Friends of the Greenwich Library Report (Ellen)

Ellen LeCompte is now the board’s liaison with the Friends. She met with members of the Friends to get a better sense of their history with the library as well as their current membership. Ellen is eager to get the Friends more involved with the library and suggests the board should look at ways the Friends can feel more included in the library mission. All agree. Things discussed are the space for the Friends’ sales, signage to promote the group, and expanding ways the public can sign up for Friends’ membership. We will look for ways to have the Friends’ more involved as they represent many members of our community and their sales are a terrific way to welcome more people from the community to our space.

5. Treasurer’s Report

- a. Approval of Monthly Transactions

Teri makes motion. Ellen L. seconds. Board approves.

6. **Greenwich Free Library - Director’s Report to the Board– March 16, 2022**

Statistics: Check outs – 2,283; Borrowers – 350; Holds Satisfied – 642; New Cards Issued – 10; Computer sessions – 96 (est.); WiFi uses – 359; Cossayuna WiFi – 64; Overdrive checkouts – 258; Kanopy – 70 Plays; Visitors to the library (door count) – 1788; Community service sessions – 34; Community service attendees – 264; Library programs/events – 2; Library program/events attendees – 28

Financial:

- SALS Construction Challenge Grant, up to \$5,000 for display/shelving. Application due April 4th, must include a “Customer Service Walkabout”
- Signatures were collected for the proposition to increase appropriation to support GFL from \$103,519 to \$106,044. Signatures delivered to Greenwich Schools Business Office.

KEY PRIORITIES:

Literacy Education Goal: *Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities*

- I’ve asked Emily Gates, circulation clerk, to work with me on a simple Thursday afternoon storytime starting in April. This will officially relaunch library-sponsored children’s live programming after a long hiatus

- Starting to schedule children's events for spring and summer. Question: I'm booking Joseph Bruchac for an all-ages Native music and storytelling event in May or June, and can choose Saturday morning or a weekday afternoon. Thoughts?
- I'd like to find someone willing to run technology workshops for seniors

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

Programming updates:

- Ken Tingley & Joe Donahue, 40 attendees; Connelly Akstens, 20 attendees. Both sold a lot of books and had enthusiastic responses. Connelly donated her book sales to Ukrainian Refugee Relief via the Red Cross, and raised \$250
- April programs include Sandy's webinar April 2 (see below), Singer and Professor MaryNell Morgan on April 5th

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.*

- See Gill Room report
- Sandy will present an online workshop on using the Historical NY newspapers database on 4/2

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

- Composting is going strong. 12 households have signed up, and the bin has room for more.
- Press: Our recent events were listed by the *Journal Press*, *Eagle Press*, *Free Press*, and Front Porch Forum. Lynne Weygint has taken on the responsibility of composing press releases and contacting outlets.
- We are co-hosting coloring events with Battenkill Community Services on Wednesdays in March, 10:30 - 12:00.
- Plant Sale is coming! (See fundraising and report from KC)

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

- See Facilities report and grant information above

Other:

- Thank you all so much for supporting my work on the annual report to the state!
- The annual report to the Community is next.

7. Period for Public Expression- No public comments

8. Old Business-None

9. New Business-None

11. Dates of Future Board Meeting Calendar-Next meeting scheduled for April 20, 2022 at 7:00 pm in the Community Room.

12. Meeting Adjourns at 8:30 pm.

Minutes signed by Patrice M. Abate