

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

JANUARY 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, January 17, 2024

7:00 pm

Community Room

Attendees: Patrice Abate, Teri Pendergrass, Sandy McReynolds(Historian), Cliff Oliver, Paul Thurston, Ellen Fronhofer, Sarah Murphy (Director), Marge Maxwell (Library Employee), Christine Richards, KC Scott (Library Employee), Dave Wever, Emily Sargent (Library Employee)

1. Call to order 7:00 pm
2. Board Action Items
  - a. Approval of proposed December 22, 2023 Minutes (separate document)  
**Cliff made a motion to approve the December meeting minutes. Teri seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Dave, Paul, Teri) – Continued discussion of proposed renovations to the Community Room. Sarah distributed graphic showing where most growth has taken place in the library. There has been an increase in checkouts/materials borrowed but the largest growth areas have been in programming and visitors to the library. Sarah made a suggestion to speak to the architects about possibly making the room currently housing the non-fiction/audio book collection an additional meeting room. Teri/Sarah will bring this idea to Lisa Hayes to see if it is a possibility. There is a letter from several Osteo Group participants expressing their concerns with the addition of cabinetry to the Community Room and the removal of the storage closet. Staff members in attendance agree with these concerns. No decisions are made. We agree to continue to work with Lisa Hayes while looking at the use of space in the non-fiction room and the basement.
  - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Annual appeal will happen in March again this year. We will come to the February meeting with a proposed draft for the appeal. Paul made a suggestion that appeal be mailed the same day to all potential donors (not mailed piecemeal).
  - c. Material Review Committee (Cliff, Patrice, Paul) – No report
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – No report.

- e. Board Recruitment (Cliff, Patrice) – The board is now at 10 out of a possible 11 members. We review that a commitment to attendance is important for any future member so that we ensure that we can reach a quorum.
  - f. Personnel & HR Committee (Mary Ann, Paul) – Confirmed that Sarah’s contract was signed by both Sarah and Board President.
4. Gill Room Report (presented by Sandy McReynolds, Historian) – Year-End 2023 Report  
Facebook likes and followers has progressed from 596/644 to 616/670.  
Requests have varied throughout the year:
- House: 10
  - Genealogy: 9
  - General history (business, photo, where was...): 25
- Other:
- Meetings/programs attended: 8
  - Presentations: 2
- Volunteer staff:
- Claudia & Nancy: Organizing and indexing current material in collection; processing new items into collection
  - Wallace: collecting and indexing area obituaries for the year
- Hours:
- Claudia: 40.75
  - Nancy: 39.75
  - Wallace: 16.5
- Patrons:
- 82.25 hours
5. Friends of the Greenwich Free Library Update – Friends have agreed to fund the window art on the front of the library for the entire year. Ellen will ask Audrey if she would like to act as a liaison for the Friends to the board.
6. Treasurer’s Report – Approval of Monthly Transactions (separate document) with change to Helping Hand Housekeeping (duplicate transaction for \$1050.31 to be removed)  
**Patrice made a motion to accept the Treasurer’s Transaction Report. Teri seconds. Board approves.**
7. Library Director’s Report –

**December Statistics:** Check outs – 2343; Borrowers – 397; Holds Satisfied – 527; New Cards Issued – 17; Computer sessions – 135 ; WiFi uses – 481; Cossayuna WiFi – 31 ; Libby checkouts – 391; Kanopy Plays – 75; Visitors to the library (door count) – 3461; Community service sessions – 47; Community service attendees – 293; Library programs/events (general) – 19; Library program/events attendees – 322; Early Childhood programs/services – 11; Early Childhood attendees – 200; Volunteer hours - 134; Farm 2 Library participants – 258; pounds of food waste diverted for compost – 640

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### **A1 Communications**

- Website: We're so close! Sydney has helped me identify the specific text that I need to update and some forms that I need to create. Sandy will also be submitting some additional Gill Room text. Once we've handed that over to Sydney, the new site will replace the old one.

#### **A2 Expand patron base A3 Outreach**

- The library will be participating in a Resource Fair for Immigrant Families in Saratoga in March. We will partner with the Argyle Library and possibly the Bancroft in Salem to help promote library services in our part of Washington County.
- The 8th graders from GCSO will be visiting at the end of the month to view the "Messages from Survivors" exhibit.

### **Programming**

#### **B1 Programs that fulfill patron needs**

- Current and upcoming programs and events can be found here. January has been a busy month!
- Emily's winter session of Building Blocks Kindergarten readiness starts up again in February. Special events for the 0-5 crowd include a Frozen 2 Sing Along (1/27) and Clifford's birthday party (2/10)
- Kimberly is committing to two afternoon programs a month for teens: one After-School Cinema and one arts/crafts/maker event. We are trying to be more deliberate about creating programs that teens will show up for. Special after-school event: Lunar New Year's Eve party on Friday 2/9

#### **B2 Give local artists, writers, creators, and experts a platform:**

- The GALA show has been a big hit. Please come to the reception this Friday if you can! The artists will also be back for a round table on Saturday 1/27 at 2:30.
- Author events in January: Matthew Rozell last Friday 1/12 and Suzanne D. Cohen this Tuesday 1/29.

### **Partnerships**

#### **C1 Local not-for-profits**

- The Southern Adirondack Audubon Society is keen on several collaborations starting in April. We are scheduling programs on turtles, beavers, and birds! They will also be using our "gallery" space in May to display prints from previous National Audubon Photo Awards competitions.
- Emily and Kimberly have teamed with the Greenwich Youth Center once again for the upcoming Taylor Swift Eras Party
- The partnership with Comfort Food in regard to snacks for afternoon programming has already been a huge benefit to us

### **Place**

- See Facilities report
- Let's plan a facilities walk-through for the new year. There are a number of small things that need to be done, and I could use the committee's help in identifying and tackling them
- Emily will begin her second role here as custodian/cleaner before the end of the month
- I would like to consider applying for the SALS Challenge Grant this year in order to facilitate a space audit. This could give us some great perspective on our upcoming

Community Room project, and help us identify other lower-cost changes we can make to help patrons feel welcome and enjoy our collections. One option: Thirdway Space (full disclosure, I am in a Book Club with their founder/president).

- Regarding the Community Room, I think we may want to think a bit more expansively about where else in our building we have space that could be used for programming. We are trying to balance the needs of three major parts of our mission: regular programming for children, special events and programs for adults and the general public, and space for the community to use. The needs represented here are vast and not always in concert with one another. I think we should consider the current nonfiction room as a possible additional programming space.
- Planned change to trash: We plan to work with the Village trash pickup starting in February. This will save us money, and help us to be more mindful about the waste we are creating. It will also require a little more effort from the staff, which we have all discussed.

### **Preservation**

- See Gill Room report
- Sandy and I are looking to find ways to better display framed maps and archival items from the Gill Room both downstairs and upstairs.

### **OTHER**

- Grants Update: We have received \$2,000 from the Mary McClellan Foundation for one AED. We will partner with the Easton-Greenwich Rescue Squad (thanks, Dave!) to provide training. I've submitted the AED order via Red Cross and am waiting to hear about timing for delivery.

8. Period for Public Expression – No comments.

9. Old Business – No old business

10. New Business – No new business

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for February 21, 2024.

12. Adjournment – Dave made motion to adjourn, Cliff seconds. Meeting adjourned at 7:54 pm.

*Minutes digitally signed Mary Ann Spiezio & Patrice Abate*