

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

APRIL 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, April 17, 2024

7:00 pm

Community Room

Attendees: Patrice Abate, Mary Ann Spiezio, Teri Pendergrass, Ellen Fronhofer, Sarah Murphy, Christine Richards, Dave Wever, Tony Jordan, Paul Thurston

1. Call to order 7:02 pm
2. Board Action Items
  - a. Approval of proposed March, 2024 Minutes (separate document)  
**Ellen made a motion to approve the March meeting minutes. Dave seconds. Board approved.**

3. Board Committee Reports

- a. Facilities Committee (Aaron, Dave, Paul, Teri) – Lisa Hayes is getting the documents together for the grant, renovation of the kitchen, addition of two small cabinets and closet removal. She is still looking into whether changes to the quiet reading room could be covered. Ellen mentioned that we made two payments and Sarah clarified that they only bill when they perform work. The sign is back and they put in longer rivets. Lisa had a recommendation regarding the sink in the bathroom. Wall mounted sink. Wall mounted cabinets for storage if needed. Dave remains adamantly against wall mounted sinks because come off and he reinforced that the ADA compliant sink he found would be best because it has more support. Our restrooms upstairs are not working (one has a broken lock and the other has an issue with the sink). The sink is NOT included in the grant. We already don't have a 36" turnaround in the bathroom, so we aren't technically ADA compliant upstairs anyway. Dave wants to ask if there is a difference between being ADA compliant and accessible for people with disabilities. Teri will reach out to Lisa.

We have a quote for exterior signs for parking. They will not be exactly the same as the current signs. Ellen made some signs previously and no one knows where they went, so they are going to check. Dave suggested a standard parking sign, but we will look at repainting the signs we have. We can also paint arrows on the pavement and can look around for stencils.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – We have over \$7,000 that has come in for our Annual Appeal. The Duck Race is still something that we can pursue, but there will be a Whipple City Festival now and we are hesitant to hitch on to it because we don't know what it will be like. Paul suggested he might have two passes for white water rafting that he could donate that would

make for a nice prize. September would be a good time of the year. We could sell ducks at the Fair.

- c. Material Review Committee (Cliff, Patrice, Paul) – No report
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Sarah and Patrice worked on a new internet policy that the Board reviewed. **Dave made a motion to accept the policy. Christine seconds. Board approved.**
  - e. Board Recruitment (Cliff, Patrice) – No report
  - f. Personnel & HR Committee (Mary Ann, Paul) – No report
4. Gill Room Report (presented by Sandy McReynolds, Historian) – No report
  5. Friends of the Greenwich Free Library Update – No report
  6. Treasurer’s Report – Transaction detail report was reviewed.

**Sarah noticed the ukuleles in the report and wanted to point out that it was grant funded. She will need to look into that to insure that it is correctly reflected in a grant funded account. We are overbudget in equipment/furniture and in fundraising expenses (materials/postage purchased for our annual appeal). We are going to apply to postage to the \$500 BOD account. Sarah will look into what caused us to go over on the equipment/furniture budget. Christine made a motion to accept the Treasurer’s Transaction Report. Dave seconds. Board approves.**

7. Library Director’s Report –

**Greenwich Free Library - Director’s Report to the Board- April 17, 2024**

[March Statistics](#)

First Quarter 2023/2024 stats comparison

	Visitors to the library	Community service sessions	Community service attendees	General, Adult, Children's, Teen Programs	Library program and event attendees	Early Childhood programs (Targeting 0-5)	Early Childhood program attendees	Volunteer hours	Farm 2 Library participants	Pounds of waste diverted
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<i>First Qtr 2023</i>	8849	94	895	47	836	33	663	420	743	1265.2
<b>First Qtr 2024</b>	<b>12271</b>	<b>186</b>	<b>1341</b>	<b>78</b>	<b>1470</b>	<b>39</b>	<b>1001</b>	<b>442</b>	<b>913</b>	<b>1568.4</b>

Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Cossayuna WiFi	Overdrive checkouts	Kanopy plays
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8609	1287	2113	39	578	1283	124	1056	266
<b>7720</b>	<b>1322</b>	<b>1637</b>	<b>40</b>	<b>572</b>	<b>1644</b>	<b>124</b>	<b>1256</b>	<b>245</b>

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### **A1 Communications**

- Our website needs a few small tweaks, but the new and improved version will be ready to launch at the end of the week! Next steps include building in workflow plans for updates and integrating our social media plan

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

- Looking ahead: Upcoming outreach opportunities include the Battenkill Valley Pride festival on June 1, BCS's Touch a Truck on June 9, and the "Union Village Festival" on June 15. This represents three weekends in a row, so we will need volunteer and board support.

### **Programming**

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

- Current and upcoming programs and events can be found [on our website calendar](#).
- Emily and Kimberly have prepared a [narrative update on Early Learning, After School, and Teen Programs](#). Upcoming highlights include the Bluey Earth Day celebration in Mowry Park on Saturday, Building Blocks session graduation next Thursday, three collaborations with Greenwich Youth Center (Taylor Swift listening party, a teens-only Ukrainian egg painting class, and a Bike Safety Rodeo), and a Reading Buddies program to launch over the summer.
- The end of April will be very busy: Next week we've got Audubon Society's beaver event, a history event on Fort William Henry, a drumming class with guest artist Bolokada Conde, and the Fire Safety event.

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

- Artists Judith Ellers and Arthur Brod's From Pollock to Pixels has been a joyful exhibit to host, and the opening reception included musician Marty Wendell, and drew a nice crowd. The use of floor and table space has created challenges for programming set-up, so we will increase communication with exhibiting artists in the future to avoid, or at least better anticipate potential disruptions.
- Saratoga Springs Youth Ballet will join us for a special program on May 1 in collaboration with Massachusetts author David Rottenberg, who will read from his picture book, *Gwendolyn the Graceful Pig* as the dancers perform the story.

### **Partnerships**

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

- Next week: Washington County Historical Society on Tuesday April 23: Fort William Henry's Moment in Time
- Last month, I mentioned that we have agreed to be a potential worksite for LEAP Youth Employment Services this summer. We have also agreed to partner with Northeastern Association of the Blind at Albany to be a job site for a specific individual with vision loss.

### **Place**

- See Facilities report
- The outdoor sign has been repaired.
- We just received notice of a \$5,000 construction challenge grant from SALS to go towards an official library space audit. Our objectives are to use the results of the space audit to make decisions about how best to capitalize on the planned Community Room improvements and to help us create low-cost flexible programming space that can be used while our Community Room is under construction and can continue to be used

even after the construction concludes, in order to satisfy the growing programming needs of our community. Our goals are to maximize space for programming, increase collection usage, and ensure that all of our spaces, including our currently underused downstairs areas, are welcoming and easy to navigate.

**Preservation**

- See Gill Room report

**OTHER**

**Grants Update**

- In addition to the SALS challenge grant, we also received a \$200 contribution from the American Legion Women's Auxiliary to renew the funding that they contributed last year for after-school and teen programming.

**Annual Appeal**

- Our current total is \$7,335 and contributions are steadily coming in.
- I have spoken to the individual donor who has often helped us reach our matching goal (this year, \$25,000+), and he has committed to helping us once again.

8. Period for Public Expression – No comments

9. Old Business – Strategy to sell single source funding. Presentations made to the Village and Town Boards, with slight push back from a village resident who attended the Village meeting. We have posted a one page document on our web site to explain what we are doing and why we are doing it. Sarah would like to add our Annual Report to the Community as well and show the growth in our programming. This information will also be provided to the Village and Town. There was some discussion about how a taxpayer will perceive this increase and what concerns they will have. We need to clarify the STAR rebate with Troy to determine if this applies to our tax dollars as well. We also know we need to present the growth of Library programming. Sarah will write her column introducing the concept and Ellen will provide information on increasing expenses.

10. New Business – No new business

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for May 15, 2024. We will meet at 6 pm to sign Annual Appeal reminder letters.

12. Adjournment – Dave made motion to adjourn. Christine seconds. Meeting adjourned at 8:33 pm.

Digitally signed by Mary Ann Spiezio