

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

AUGUST 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, August 28, 2024

7:30 pm

Community Room

Attendees: Patrice Abate, Mary Ann Spiezio, Teri Pendergrass, Cliff Oliver, Ellen Fronhofer, Sarah Murphy (Library Director), Christine Richards, Tony Jordan, Paul Thurston

1. Call to order 7:17 pm
2. Board Action Items
  - a. Approval of proposed July, 2024 Minutes (separate document)  
**Christine made a motion to approve the July meeting minutes. Teri seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Paul, Teri) – Committee met with Lisa and they asked that the bids go out in September so they are back mid-November or early December. We are looking at a construction start date in February. We should have plenty of time to complete the Community Room project for the grant. We have work we want done in the basement and we are in the process of applying for another grant for lighting improvements. We have estimates and we have to submit the grant to SALS by Friday. Bill O’Brien is on payroll as our maintenance staff. Sarah reported that he has been great to work with.
  - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – The status of the Annual Appeal was discussed in the Director’s Report. In addition, we spoke about a possible open house as a fundraiser to help boost the Annual Appeal. Sarah has spoken to the couple that owns the yellow house on Church Street and they are amenable to hosting. We discussed how much we would charge and what we would offer. We would solicit donations from local vineyards and possibly request cheese from farms in Washington and Rensselaer counties and maybe a donation from Muddy Trails. Sarah will confirm a date in the future and we will begin requesting donations.
  - c. Material Review Committee (Cliff, Patrice, Paul) – No report
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – No report
  - e. Board Recruitment (Cliff, Patrice) – Dave Wever has stepped down from the Board. He is currently listed as our electrician of record and Sarah will ask him if he wants to stay on as that or be removed. Patrice made a motion to appoint Claudia Blackler as an Honorary Trustee. Cliff seconds. Board approved. Patrice also proposed that

we rename the large meeting room downstairs after Claudia. She will work with Teri to design a sign for the room.

- f. Personnel & HR Committee (Mary Ann, Paul) – Kimberly Bellamy has submitted her resignation to take a position with the State Library. We will be posting very soon to fill her position.
- 4. Gill Room Report (presented by Sandy McReynolds, Historian) – No report from Sandy as she was out on a historical tour, but Patrice mentioned that there has been a request for another cemetery tour in October.
- 5. Treasurer’s Report – Transaction detail report was reviewed.  
**Christine made a motion to accept the Treasurer’s Transaction Report. Paul seconds. Board approved.**
- 6. Library Director’s Report –

**July Statistics**

	Visitors to the library	Community space use	Community attendees	Library 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
July 2023	2445	32	177	27	394	9	179	131	225	802
July 2024	4122	73	263	23	543	15	468	178	237	676

	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Cossayuna WiFi	Overdrive checkouts	Kanopy plays
July 2023	2517	465	506	17	174	431	58	351	81
July 2024	3122	454	605	16	133	684		397	112

**STRATEGIC PLANNING GOALS:**

**Public Promotion**

**A2 Expand patron base A3 Outreach**

- Emily and Kimberly hosted Story Time at the Red Caboose (Washington County Fair outreach).

**Programming**

**B1 Programs that fulfill patron needs**

- Current and upcoming programs and events can be found [on our website calendar](#).
- 3rd annual Endless Summer party! Wednesday August 28
- As we approach the reopening of school, our staff has been working hard to ensure that the needs of community members of all ages are being met as much as possible. To that end, we are making some changes and trying new things:
  - The Nonfiction Room is now an adults-only quiet space. Juvenile patrons can use the space when accompanied by an adult, while actively looking for books in

that collection, or with explicit permission from a staff member due to the need for quiet space to complete work on a computer.

- Juvenile patrons will be limited to 60 minutes per day on a public computer, unless they need access for educational purposes.
- From 3-5 PM on most Tuesdays and Thursdays, we will designate the Community Room as “teen space” for patrons 12-18 to hang out. We will provide snacks, and by request and when available, movies or games. A library staff member will be stationed in the lobby area during this time.
- Snacks and drinks other than water will not be allowed outside of the Community Room on Monday-Friday between 2:30 - 5:00.
- We will continue to offer Chess Club, Legos, and Gamers Cafe on Mondays, Wednesdays, and Fridays. These are open to all ages.
- We are rebranding Lego Club (Wednesdays from 2:30 - 3:30) as “Lego Library Takeover.” This is a more accurate description of what the library feels like at that time, and we want to be able to communicate that realistically and positively to adult patrons who are not there to accompany children.

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

- Music at the Library: Ky McClinton Band - 8 members from all over the greater Capital region
- Local author visits are being planned for Jim Ballard and Marie Grimke
- Local artist and baseball collector Art Brod is curating an exhibit of baseball memorabilia and related artwork in the Community Room in September, through mid-October

**B3 Anticipate demographic changes, needs, and potential interests**

- Barbara Price will return for four more “Aging in Community” sessions, September through December
- Welcome / Open House for families, to be scheduled early October

**Partnerships**

**C1. C2 Local not-for-profits and businesses**

- Our student worker who came to us via the partnership with NABA has concluded his work here, and our student worker from LEAP will be done later this week. We have loved having these student workers, and hope that we can do something similar next summer.
- We have been approached by Warren Washington Albany ARC, a group that provides direct support to individuals with intellectual and developmental disabilities. They provide employment services and have asked to conduct a workplace assessment with a local individual who has expressed interest in library work. I met the individual, and I believe he will do up to 20 hours of work for us through this program.

**Place**

- See Facilities report
- No change to septic alarm issues
- A/C is working as it should upstairs. Downstairs is still very humid. Sandy has installed a portable dehumidifier in the Gill Room, which has been tremendously helpful. When RJD comes to do the preventative work before heating season begins, I will ask them to check the humidity again.
- Some board members joined the majority of our staff for the space audit meeting with David Vinjamuri of ThirdWay Space. We are optimistic that some valuable assessment and recommendations will come out of this process. David will send his final report around the end of September or beginning of October, and we will have the opportunity to meet with him again via Zoom.

- Bill O'Brien has joined our team as handyman. For insurance purposes, he will need to be paid via payroll, just as he is for the Argyle Library.

**Preservation**

- See Gill Room report

**OTHER**

**Personnel & Professional Development**

- Kimberly, who has been with us since November as a stellar member of our team, has just given notice. She got a full-time librarian's job at the NY State Library. Her last day will be Friday September 6, and we will miss her tremendously. We will seek a replacement as soon as possible.
- Staff was invited to an afternoon outing at the South Dominion Vineyard in Cambridge last Saturday, and five of us attended.
- Emily and I will attend the Association for Rural and Small Libraries conference in Springfield, MA from September 11-14.

**Annual Appeal**

- Current total is \$15,490

7. Friends of the Greenwich Free Library Update – This summer the Friends had a temporary hiatus on book donations other than children's books, but they may be able to open that up again. They will be doing another calendar for 2025 with artwork from Ken Perry, using the same publisher.
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 September 18, 2024.
12. Adjournment – Christine made a motion to adjourn. Paul seconds. Meeting adjourned at 8:30 pm.

Digitally signed by Mary Ann Spiezio