

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

JULY 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, July 17, 2024

7:00 pm

Community Room

Attendees: Patrice Abate, Ellen Fronhofer, Sarah Murphy (Director), Aaron Northrup, Cliff Oliver, Teri Pendergrass, Christine Richards, Cliff Oliver

1. Call to order 7:02 pm
2. Approval of proposed June 12, 2024 Minutes (separate document) without changes  
**Christine made a motion to approve the June meeting minutes. Teri seconds. Board approved.**

3. Board committee reports

- a. *Facilities Committee.* Teri updates the board on the status of the Community Room project. Lisa Hayes wants to meet to review the construction plans and specifications. Plan to meet on 7/20 with Teri, Patrice, and Sarah. Aaron updates us on the security cameras which are now up-and-running. Sarah is able to monitor them on her phone which she will only need to do if something is reported. Aaron is working to finish the access panels for behind the sink in the restroom. He will remove any debris left in the wall prior to installation. Should be completed later in the week. Right now, the water shut off valves are exposed and water was turned off by someone last week. Finally, Aaron has also purchased a tool to tighten the tables.

Septic alarm continues to be an issue. Snell Septic and Jeff Suite have determined the issue is with the panel. Though the septic alarm is currently working, should the same problem return (tends to happen after heavy rain), the plan is for Jeff Suite to install a new panel.

Air Conditioning has been an issue and is currently NOT functioning in the Community Room and in the Large Meeting Room. Though we have a signed preventive maintenance agreement with Roland J Downes, no inspection was done on the AC system this spring/summer. They have struggled to provide service due to the lack of technicians in our area. Additionally, customer service (dispatch) is located out-of-state so it is challenging to communicate with the company and get answers. They were out at the library yesterday but did not have the filter that our system required. At this point, they are scheduled to return to the library to fix the issue in 7 days (7/24). We will ask that we NOT be charged for the next visit due to the lack of preventive maintenance. We all agree that we should revisit our contract this fall prior to renewing with RJD. Aaron works with SCOOP which is local and with whom he has had good luck. We will seek quotes in the fall.

There is a motion that the library contract with Bill O'Brien (of Argyle) for routine library maintenance. Bill provides a similar service to the Argyle Library and is fully insured. There he works for \$35 per hour with a minimum of 2 hours per month guaranteed. When Bill

returns from vacation in the coming week he will meet with Sarah and work out the details. Sarah would be responsible for determining what Bill needs to prioritize at the library and communicating with Bill.

**Patrice made a motion. Cliff seconds. Board approved.**

- b. *Finance & Fundraising Committee* -No report
- c. *Material Review Committee*-No report
- d. *Policy & Audit Committee* *Policy & Audit Committee*

Discussion of Code of Conduct and Acceptable Use Policy. Ellen makes the point that item 3 discussing “use of alcohol” but does not take into account library programs where alcohol may be served. Sarah will look to modify this section and send it to the board via email for immediate approval. Vote will occur via email.

Teri brings up the issue of uninsured 1099 employees. She asks that future hires for tasks involving maintenance or physical labor carry insurance. Board agrees.

- e. *Board Recruitment Committee*-No report
- f. *Personnel Committee*-No report
- 4. Gill Room Report-No report
- 5. Friends of the Greenwich Library Update
- 6. Treasurer’s Report

a. Approval of Monthly Transactions (attachments) **Cliff made a motion to approve the monthly transactions. Teri seconds. Board approved.**

- 7. Library Director’s Report (provided by Sarah Murphy, Director)

**June [Statistics](#)** via the link; third quarter stats below.

	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
<i>Second Qtr 2023</i>	8097	117	908	75	1482	44	968	461	688	1530.2
<b>Second Qtr 2024</b>	<b>11271</b>	<b>159</b>	<b>1063</b>	<b>79</b>	<b>1590</b>	<b>29</b>	<b>742</b>	<b>434</b>	<b>957</b>	<b>1784.4</b>

Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Cossayuna WiFi	Overdrive checkouts	Kanopy plays
8338	1338	1688	64	543	1438	289	1044	348
<b>7297</b>	<b>1214</b>	<b>1361</b>	<b>56</b>	<b>636</b>	<b>1910</b>	<b>151</b>	<b>1249</b>	<b>368</b>

## STRATEGIC PLANNING GOALS:

### **Public Promotion**

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

- Emily and I are reading to the campers during their lunchtime on Mondays and Thursdays every week.

### **Programming**

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

- Current and upcoming programs and events can be found on our website calendar. Our summer is quite full, but it is evident that Saturday events or summer programs aimed at kids over age 8 are difficult to get full registration for.

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

- Music at the Library returns on July 22 with Vermont folk duo Hungrytown.
- Local author Elizabeth Cockey will join us for two kids' events at the beginning of August
- Local author Rachel Vogel will be the featured guest at Emily's Field Trip Friday event at Hudson Crossing Park on July 26.
- Haley Graves returns with Yoga for Kids today, with a follow-up session in August.

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

- The first "Aging in Community" meeting was well attended, and today will be the second in the series with Barbara Price.

### **Partnerships**

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

- We hosted about 80 kids from the Greenwich Summer Youth Program at the beginning of the month.
- Our collaboration with EarthBeat Music and Easton Library is coming up this Friday: two sessions of dance workshops with Youssouf Koumbassa and M'Bemba Bangoura.
- The date is set for the Adirondack Health Institute and Alliance for Positive Health screening of AHI's Hope of Recovery documentary and panel discussion: Monday August 12th at 6:30.
- I have been in contact with the town and village of Greenwich about the possibility of collaborating on a town-wide composting program with state grant funding. The matching requirements may make this untenable, but I have suggested to the Supervisor and the Mayor that local corporations and manufacturers in our area, specifically those that may wish to (or need to) contribute to carbon mitigation efforts, may be willing to underwrite. I wonder about Hollingsworth and Vose, Fort Miller Group, Phantom Laboratory.
- Our student workers who came to us via partnerships with LEAP and NABA are doing a great job.

### **Place**

- See Facilities report
- The cameras have been installed and work very well. I am particularly impressed with the solar charging. All three cameras are all on a full charge.
- We are in a holding pattern regarding the mystery of the Septic alarm. It hasn't gone off for a few weeks.
- We have scheduled a space audit on August 15 with Third Way space, a small firm that specializes in pre-construction space audits of libraries. The final cost came in under the

threshold dictating the need for bids. But I did speak with a handful of architects who confirmed that such services are usually not part of what an architectural firm will provide and/or it would be far more costly. We will use the SALS challenge grant for this purpose.

- Our A/C is not working in two zones. I spoke with Roland J. Down about why the contracted preventative maintenance had not occurred, and they cited staffing challenges. The first technician's visit (yesterday) was covered under our contract. The second visit is scheduled for Wednesday the 24th.

### **Preservation**

- See Gill Room report

### **OTHER**

#### **CPR/AED Training for Staff**

- Tentatively scheduled for Friday September 13.

#### **Vacation dates**

- I will be out of the library from July 29 - August 1. During that time I plan to work 7-8 hours remotely. We have a staff meeting on Monday July 22, and one of the agenda items is to create a workflow & person-in-charge plan for my absence.

#### **Annual Appeal**

- Current total is \$14,308

8. Period for Public Expression-No public present
9. Old Business-No old business
10. New Business - It is suggested that we invite Claudia Blackler to join the board as an honorary trustee in appreciation to her immeasurable contributions to the Greenwich Free Library and as someone to represent the interests of the Gill Room. Patrice will write a letter to Claudia informing her of this.
11. Dates of Future Board Meeting Calendar-WEDNESDAY August 21, 2024
12. Meeting adjourned 8:17 pm

Digitally signed by Patrice Abate