

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

NOVEMBER 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, November 20, 2024

7:00 pm

Community Room

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

1. Call to order 7:03 pm
2. Board Action Items
  - a. Approval of proposed October, 2024 Minutes (separate document)  
**Teri made a motion to approve the October meeting minutes. Paul seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Paul, Teri) – Committee met with Lisa Hayes and the flooring rep and they have narrowed it down to four choices. Plumbing engineers are doing a site visit this Friday. They want to see where the janitor’s sink will be installed. They had Roland J. Down look in the basement, where the source of the smell has been. They took some mitigation measures, but it is now bad in the lobby area of the basement. The engineer will come in to evaluate. Renovations of the Community Room will happen April, May, June.

We had an incident before Halloween where the door from the outside to the downstairs was found unlocked. It does not appear that it was a break-in and may have been left unlocked when the door was being opened due to the smell in the basement.

Cameras are working well, but have been moved twice. Both individuals have been spoken to and notified that if it happens again the police will be called. The locksmith is coming next week to change the lock to the back door so that it is keyed the same as the other doors. We are also having problems with the lock on the pocket doors as they are hard to lock. Sandy would like to have a camera in the Gill Room because there have been some incidents there too. Dehumidifier issue is still pending. May be salvageable but also may be need to be replaced after the first of the year.

David from ThirdWay presented the results of the space audit he did and he has generously agreed to donate back half of the fee paid (\$2,500) in the form of a restricted donation to be used towards any of the recommendations in his space audit.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Looking for volunteers for the Tractor Parade viewing party as well as donation of items. We are also looking for volunteers to help out at the fundraiser on 12/8. We have 26 tickets sold so far.
  - c. Material Review Committee (Cliff, Patrice, Paul) – No report
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – No report
  - e. Board Recruitment (Cliff, Patrice) – No report
  - f. Personnel & HR Committee (Mary Ann, Paul) – We do not have a date for our AED training yet. Paul asked Sarah to take a look at the performance appraisal that we used last year. LEAP has funding to employ our high school student after school and he will be able to start sometime after Thanksgiving.
4. Gill Room Report (presented by Sandy McReynolds, Historian) – Wallace has stepped back from doing the obituaries and Sandy is now collecting them from the local papers. Cliff and Patrice both stated that they would like to volunteer in the Gill Room.
  5. Treasurer’s Report – Teri made a motion to approve the transaction reports from September and October. Cliff seconds. Board approved. There was a brief discussion of the draft budget for 2025. The draft budget for 2025 will be discussed at the December meeting.
  6. Friends of the Greenwich Free Library Update – No report
  7. Library Director’s Report –

**October 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
Oct 2023	3899	50	354	32	755	16	294	132	278	583.2
<b>Oct 2024</b>	<b>3824</b>	<b>88</b>	<b>579</b>	<b>33</b>	<b>675</b>	<b>17</b>	<b>463</b>	<b>142</b>	<b>369</b>	<b>587.4</b>

	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Cossayuna WiFi	Overdrive checkouts	Kanopy plays
Oct 2023	2461	429	513	18	162	478	32	419	69
<b>Oct 2024</b>	<b>2449</b>	<b>426</b>	<b>486</b>	<b>13</b>	<b>146</b>	<b>774</b>		<b>418</b>	<b>84</b>

Some big attendance numbers across all categories this month. Of note, our teen program attendance (47) was the second highest of the year, only behind January, which was when we had the entire GCSD 8th grade come to visit for the Holocaust exhibit. Shout out to Kris!

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### **A1 Communications A2 Expand patron base A3 Outreach & Reduce Barriers to Access**

- It is time to revisit the social media policy and recommendations that Sydney developed for us a year ago. Although we have solid engagement and nice feedback from our posts and an impressive open rate on the newsletter (usually between 800-900 people), I know there is room for improvement and that we can do a better job following the recommendations.
- Anecdotally, the break out of the Salem Press seems to have boosted our library's column readership a bit. I've gotten a lot of positive feedback lately. Anyone affiliated with the library is welcome to contribute a piece!

### **Programming**

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

- Current and upcoming programs and events can be found on our website calendar.
- The Halloween Party and the T-Rex Tea Party are great examples of strong annual traditions with great attendance and feedback. Emily hosted this year's Tea party in the Large Meeting Room

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

- Local artists Cyndy Barbone and Ken Perry have exhibited in the Community Room. Cyndy's piece was funded by the Rural Arts Council and NYSCA and was made with data from Comfort Food Community. Ken's pieces (up now) are paintings of local buildings and scenes.
- Local artists and library volunteers Valorie Nichols-DeVita and Christa Therrien are conducting holiday crafting workshops in December: window stars with Christa on Dec 10 at 10:30am and holiday cards with Valorie on Dec 11 at 5:00pm.

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

- I have reached out to a highly recommended bilingual story teller about some children's Spanish language programming.

### **Partnerships**

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

- We received a grant from the Glens Falls Foundation (\$3,370) to go towards a new Reading Buddies Program. We developed the plans for this program with input from Kimberly and Emily, and Sydney worked on the proposal as part of one of her graduate classes. Implementing the program requires us to partner with an elementary school reading specialist and several high school volunteers. I have asked our Thursday afternoon partner, Jen Sharp, to help get us in touch with the right people at school.
- The Greenwich Youth Center has invited the library to participate in their Sundaes with Santa event on Sunday December 8th.
- We have so far procured donations and/or discounts from the following local businesses in support of our December 8 fundraiser: Muddy Trails, Victory View, South Dominion, Owl Pen Books, Battenkill Books, and Canteen Coffee. We would love more.
- Adirondack Worm Farm helped out at our Pumpkin Smash and collected 267 pounds of smashed pumpkins thanks to our patrons!

### **Place**

- See Facilities report

### **Preservation**

- See Gill Room report

**OTHER**

**Fundraising**

Annual Appeal is currently \$20,181.07.

Our three upcoming fundraising endeavors are going well, and this suggests that we will meet our 25k goal!

8. Period for Public Expression – None

9. Old Business – None

10. New Business – None

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for December 18, 2024 at 6 pm. We will have our annual drawing for the Festival of Trees.

12. Adjournment – Patrice made motion to adjourn. Cliff seconds. Meeting adjourned at 9:48 pm.

Digitally signed by Mary Ann Spiezio