

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

OCTOBER 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, October 16, 2024

7:00 pm

Community Room

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

1. Call to order 6:57 pm
2. Board Action Items
  - a. Approval of proposed September, 2024 Minutes (separate document)  
**Patrice made a motion to approve the September meeting minutes with suggested changes from Sarah. Christine seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Paul, Teri) – Septic smell has returned and occasionally has been overwhelming. If it is present the next time Bill O’Brien is here then she will ask him his opinion. AED is confirmed to be working again and Sarah is setting up staff training.
  - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – December 8<sup>th</sup> will work for the owners of the yellow house and they are fine with up to 50 people. Patrice suggested the Epsteins for music and she will reach out to them about it. Mary Ann still needs to reach out to Muddy Trails and Victory View Vineyard for donations. Tractor Parade viewing party is also something we should run with, but we need someone to take this on. Suggested donation of \$10 per person or \$20 per family.
  - 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) – No report
4. Gill Room Report (presented by Sandy McReynolds, Historian) – No report
5. Treasurer’s Report – Transaction report and budget vs. actual reports will be reviewed at the November meeting.
6. Friends of the Greenwich Free Library Update – No report

7. Library Director’s Report –

|                | 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 |
|----------------|-------------------------|----------------------------|-----------------------------|---|-------------------------------------|--|-----------------------------------|-----------------|-----------------------------|--------------------------|
| Third Qtr 2023 | 8188                    | 87                         | 603                         | 74  | 1388                                | 22                                       | 365                               | 437             | 631                         | 2282.6                   |
| Third Qtr 2024 | 11674                   | 170                        | 773                         | 79  | 1291                                | 32                                       | 876                               | 463             | 901                         | 2,297                    |

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

This quarter is the first to show a decline in general (ages 6-adult) program attendance, but early learning attendance and visitors to the library both increased. The Cossayuna WiFi has not been working this quarter.

**STRATEGIC PLANNING GOALS:**

**Public Promotion**

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

- I am still working on library card holder sign-up procedures, but I’ve noticed a slight uptick in people requesting a card online.

**Programming**

**B1 Programs that fulfill patron needs**

- Current and upcoming programs and events can be found on our website calendar.
- Emily’s Building Blocks program started up again at the beginning of October, and she is at or over capacity for class enrollment. Because siblings often attend, she has had up to 19 kids (in a class designed for 12). She’s getting help from a teen volunteer, and things are going well.
- Teen services: Our new Teen Services coordinator, Kris Cain, started last week. We have continued to hold Teen Space on Tuesdays and Thursdays, and Kris is working on polling the participants to see what programs they would be interested in.
- Our annual Halloween party will be Thursday October 31 from 5-7.
- The T-Rex Tea party returns on Saturday November 9th, in collaboration with WMHT.

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

- Local musicians Northern Borne and This Time Around both had terrific turnouts at last month’s music events. If we apply to LARAC again for a music grant, I would also like to build in funding for a series curator. This would take some organization off of my plate and would help ensure that we can continue to book a vibrant array of local and regional musicians, some up-and-coming and others that already have a following.
- Patrons have enjoyed the baseball exhibit, which is up through the week, and curator Art Brod returns tomorrow (10/17) for a final reception and talk.
- Jim Ballard’s author event on 10/10 was well attended, and we are looking forward to hosting Marie Grimmke on 10/24.

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

- Aging in Community fall sessions continue through December

- I'm working with a local teacher/artist on developing some arts-and-crafts-based programming for both seniors and kids 6-11.

## **Partnerships**

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

- The Greenwich Youth Center is hosting our town's Halloween Parade this year, and they have asked us to provide space and activities that afternoon (Sunday 10/27), and Emily is organizing a drop-in event in the community room.
- The diaper drive to support Comfort Food Community has been hugely successful and runs until October 31.
- We are again partnering with Easton Library on the Great Giveback and once again collecting supplies for local pet shelters.
- I am working with our compost partners at Adirondack Worm Farm to plan a "pumpkin smash" event on Saturday 11/16. People can bring pumpkins and decorative gourds for composting (and smashing).

## **Place**

- See Facilities report
- I'll be speaking with David Vinjamuri about our space audit on Friday afternoon.
- Bill O'Brien and I did a facilities walk-through, and we have identified some projects for him including securing and repainting parts of the front entrance facade and installing a chair rail in the Teen/puzzle/meeting room. We also discovered some emerging mold in one of the furnace rooms. At Bill's recommendation, I set up an appointment with Roland J Down so that they may check and clean the vents to make sure we are not spreading mold. They will come on 10/24, and we hope they may also have a recommendation for mold removal (they can remove it from vents, should it be there, but we will need someone to attend to the ceiling). Bill will join me for the 10/24 visit.

## **Preservation**

- See Gill Room report

## **OTHER**

### **Fundraising**

Annual Appeal is currently \$18,547. This represents \$2,615 in memory of Claudia Blackler. We are grateful to her family for designating the library as a beneficiary of gifts in her name.

### **Personnel & Professional Development**

- As mentioned earlier, our new Teen Coordinator, Kris Cain, started last week. Kris is a recent graduate of Greenwich HS, and is currently studying education at SUNY Adirondack. They also work part-time at Stewarts and already know some of our regular teen patrons.
8. Period for Public Expression – A member of the public was present and asked what was done when a Greenwich police officer went against the flow of traffic into the Library this past spring. Mr. Kelly stated that he was coming up Main Street and Officer Aiken was three cars ahead of him and pulled into the exit of the Library and continued around to head out the entrance as Mr. Kelly was pulling into the entrance. The officer ultimately yielded to him, but then continued down the driveway going in the wrong direction. Mr. Kelly felt that public nuisance, imminent danger and stranger danger laws all apply in this case. He complained to a staff member, but he was not sure if anything was every done about it. It is his understanding that this officer is no longer with the department. Sarah said that she did see this on one occasion around the same time and went out to ask the officer to move.

There was increased scrutiny on the intersection out front at that time due to a bicyclist being struck by a car. Mr. Kelly feels that we should make it known to “these people” that we are not okay with them parking on Library property.

9. Old Business – We will add the status of our student intern being added as a part time Library employee to our agenda for next month.
10. New Business – Based on the public comments, we will draft a letter to Cambridge Greenwich Police Department asking them to not only respect the traffic flow at the Library but also to ask if they have any suggestions on how to encourage the public to use the entrance and exit properly.
11. Dates of Future Board Meeting Calendar – Next meeting scheduled for November 20, 2024.
12. Adjournment – Cliff made motion to adjourn. Patrice seconds. Meeting adjourned at 8:03 pm.

Digitally signed by Mary Ann Spiezio