

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

FEBRUARY 2025 MEETING MINUTES

Regular Monthly Meeting

Wednesday, February 19, 2025

6:29 pm

Community Room

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

1. Call to order 6:29 pm
2. Board Action Items
  - a. Approval of proposed January 2025 Minutes (separate document)  
**Christine made a motion to approve the January meeting minutes. Aaron seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Paul, Teri) – Teri, Aaron, Patrice, Sarah and Mary Ann met with Lisa Hayes last Friday and the Community Room project should be going out to bid on Monday. We are waiting on the cost of the carpet as well as the barn doors from Trevett. Lisa is giving us a list of alternates in case we need to pull things out of the project due to cost. Ceiling, lighting and windows are the things that must be done. We decided to leave the projector and reuse the screen that we have, nesting it in the soffit. Aaron also suggested including the cost of an evaluation of the source of the smell in the basement in this project was discussed. Because the overall project involves work with the plumbing lines, we need to get a handle on any plumbing or HVAC issues we may have before stressing the system further.
  - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Annual appeal will begin again in the spring.
  - c. Material Review Committee (Cliff, Patrice, Paul) – Sarah shared that a couple of patrons mentioned that they have heard another library is encouraging patrons to check out some of more frequently challenged books to understand what they are all about. If these books are circulated it can help with the defense of the book if challenged. This was discussed briefly and Sarah said she will encourage these individuals to check out these materials and encourage their friends to check them out as well if they would like to.
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Patrice brought up our need for an Active Shooter Policy. Tony suggested we have not just a policy but also training. Tony will discuss with the Sheriff's Office to try to find a resource for this for Sarah.

- e. Board Recruitment (Cliff, Patrice) – Aaron has someone in mind who may be interested, but he was not able to attend the meeting tonight.
  - f. Personnel & HR Committee (Mary Ann, Paul) – Sarah’s contract has been finalized and signed.
4. Gill Room Report (presented by Sandy McReynolds, Historian) – No report.
  5. Treasurer’s Report – Ellen mentioned that there is \$116,000 showing as income in 2024. It brought our total income to over \$400,000 and that is not correct. The \$116,000 is our construction grant. Ellen will reach out to John Cusack to find out why this shows up as income in 2024 when it was already in 2023. Patrice mentioned that we did by into a solar farm through the National Grid program. We also reviewed January transactions and full year financials. Tony **made a motion to approve the transaction report from January. Christine seconds. Board approved.** We were able to apply for the solar farm.
  6. Friends of the Greenwich Free Library Update – Sarah said that she may approach Kathy Nichols-Tomkins about joining the Friends.
  7. Library Director’s Report –

**January 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
January 2024	3427	67	447	28	557	7	196	157	282	575.6
January 2025	3240	58	433	28	386	8	235	148	211	537.8

	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Libby checkouts	New Libby Users	Kanopy plays
January 2024	2735	452	635	19	182	581	424		90
January 2025	2732	451	647	14	161	779	531	12	92

A 2025 goal is to target new users on the Libby app (eBooks and audiobooks), so I’ve added a column on the stats spreadsheet where we can track those numbers.

Goals for 2025:

**STRATEGIC PLANNING GOALS:**

**Public Promotion**

**A1 Communications** We are seeking some quotes from the board to include in a press release to the community about the planned Community Room project.

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

We have been asked to participate in outreach at the Homesteading Festival at the Fairgrounds in April and at the second annual Battenkill Pride Festival on June 14.

### **Programming**

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

- Current and upcoming programs and events can be found [on our website calendar](#).
- Kris and Emily report on their goings on [here](#).
- Dungeons & Dragons for teens has been postponed twice due to weather, the new start date is Feb 27.
- We are screening a variety of films throughout the school break week

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

- Christopher Smith's art show "Going Places" runs through March 15. Despite terrible weather, we had a lovely turnout at the reception
- The founders of Yo Re Mi, a yoga, music, and mindfulness group for kids and schools, approached the library about an interactive performance on Saturday, March 1. The performance will be open to kids ages 2-6 and their families and will be recorded for archival purposes.
- A duet from Music from Salem will perform at the library on March 20

### **Partnerships**

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

- Upcoming partnerships with Greenwich Youth Center include their "Cabin Fever" summer party on March 1 and our Toddler Prom in May. The library and GYC continue to work together with the county to try and schedule a Bike Safety Rodeo for the Spring. Saturday June 7 will be the date and will need volunteers to help.
- Emily is reaching out to a variety of local organizations to participate in our Bluey Earth Day event, including Battenkill Conservancy, Battenkill Community Services, Salem Art Works, Betterbee, the Youth Center and others.
- Admin and faculty at the GCSD Primary Building have been very helpful as we build our Reading Buddies program. We have 7 young readers signed up (our goal was 6-10). We are still looking for more teen volunteers.

### **Place**

- See Facilities report
- Quinton Kapper, who handles snow removal, is rehoming some of our big snowbank so that it doesn't encroach on the parking lot in the event of more snow. I agreed to this additional charge, which will be \$400. Quinton and his team have done an excellent job keeping us plowed out and safe this winter.

### **Preservation**

- See Gill Room report

### **OTHER**

#### **Fundraising and financial**

- I applied, on behalf of the Friends (and with their consent) for a grant from United for Libraries and Penguin Random House to support the Aging in Community Series.
- I applied to Better World Books for a grant to support our early learning and family special events.

### **Staff**

- Our next all-staff meeting will be on Friday March 14 at 9:00 AM.

8. Period for Public Expression – No members of the public present.
9. Old Business – None
10. New Business –Sarah asked if anyone had any comments on the Annual Report that she had shared. No other comments. **Mary Ann made a motion to approve the Annual Report with changes suggested by SALS. Patrice seconds. Board approved.**
11. Dates of Future Board Meeting Calendar – The next monthly Board of Trustees meeting is scheduled for Wednesday, March 19, 2025 at 7 pm.
12. Adjournment – Patrice made motion to adjourn. Teri seconds. Meeting adjourned at 7:25pm.

Digitally signed by Mary Ann Spiezio