

# GREENWICH FREE LIBRARY

## BOARD OF TRUSTEES

### APRIL 2025 MEETING MINUTES

Regular Monthly Meeting

Wednesday, April 16, 2025

7:00 pm

Community Room

Attendees: Patrice Abate, Ellen Fronhofer, Teri Pendergrass, Christine Richards, Tony Jordan, Sandy McReynolds (Historian), Sarah Murphy (Library Director)

1. Call to order 7:02 pm
2. Board Action Items
  - a. Approval of proposed March 2025 Minutes (separate document)  
**Tony made a motion to approve the March meeting minutes. Christine seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Paul, Teri) – The building permit application has been submitted at a cost of \$419 and it will take two to four weeks to get the approval. Quote from Landmark Flooring is \$8,336.26. We had three quotes for the entire project. FH Alexander was at \$191,000. They did work for us on the lower level. Another came in at \$232,000 and the other at \$303,000. It includes the windows, the floor installation and the acoustic tiles (though not the cost of the tiles). Trevitt will be approximately \$13,000 including doors and cabinetry. Acoustic tiles will be about \$18,000. FH Alexander is also doing all the electrical work in the basement, which is covered by a separate grant but is included in their price. Roland and Mays is \$17,000, but part of that is also for the basement renovations. They may have to charge us more due to the engineering costs that were higher than anticipated. We need to finalize our contract with John as well.  
  
We were accepted by our solar farm in Brunswick. We will now see two bills, one for supply and one for delivery. We anticipate saving about 10% on our electric bill.
  - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – N/A
  - c. Material Review Committee (Cliff, Patrice, Paul) – N/A
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – We discussed what we should do in the event of an ICE raid. We have a staff meeting on April 25<sup>th</sup> at 9 am. We decided that we did not need a policy, but we should educate our staff members on how to deal with any law officer that presents with a warrant. We do know that we need to protect the privacy of our patrons and we will educate our

staff to let them know that no information is to be handed out without a judicial warrant.

e. Board Recruitment (Cliff, Patrice) – N/A

f. Personnel & HR Committee (Mary Ann, Paul) – N/A

4. Gill Room Report (presented by Sandy McReynolds, Historian) – There have been a few requests for information. Sandy is doing a tour this weekend for the Greenwich Easton Historical Association (GEHA). Tomorrow she is presenting to the Lions. Sandy also pulled together her annual report and this will be incorporated in the Library's Annual Report to the Community. This report is shown below.

### Year-End 2024 Report

Requests have varied throughout the year:

- House/property: 13
- Genealogy: 16
- General history (business, photo, where was...): 31

Other:

- Meetings/programs attended: 5
- Presentations: 3
- Tours: 4

Volunteer staff:

- Wallace: collecting and indexing area obituaries for the year
- Claudia & Nancy: continued arranging and labeling collection for the first few months of the year. Claudia's health took a turn for the worse and after a courageous battle, she was lost to us in October. Nancy's focus needed to be on family needs and has offered to return if I had something for her.

Patrons:

- 67.25 hours

5. Treasurer's Report – March transactions and First Quarter P&L were approved as presented.

**Christine made a motion to approve the transaction report from March. Teri seconds. Board approved.**

6. Friends of the Greenwich Free Library Update – N/A

7. Library Director's Report –

### March Statistics

	Visitors to the library	Community space use	Community attendees	Library programs	Library program and event attendees	Early Learning programs (ages 0-5)	Early Learning program attendees	Volunteer hours	Farm 2 Library participants	Pounds of waste diverted
<i>First Qtr 2024</i>	12271	186	1341	78	1470	39	1001	442	913	1568.4

<b>First Qtr 2025</b>	<b>10245</b>	<b>178</b>	<b>1225</b>	<b>100</b>	<b>1284</b>	<b>36</b>	<b>930</b>	<b>445</b>	<b>725</b>	<b>1712.8</b>
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	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Libby checkouts	New Libby Users	Kanopy plays
<i>First Qtr 2024</i>	7720	1322	1637	40	572	1644	1256		245
<b>First Qtr 2025</b>	<b>7824</b>	<b>1322</b>	<b>1661</b>	<b>43</b>	<b>436</b>	<b>2301</b>	<b>1455</b>	<b>20</b>	<b>365</b>

Dips in program attendees can be partly explained by a few blockbuster author events that we had last winter (Matthew Rozell and Cheap Old Houses). Door count is related to program attendance, and can also be partly explained by the counter being broken in February. Circulation stats are steady; WiFi has gone up a lot, and both Libby and Kanopy access have also increased.

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### ***A1 Communications***

Sydney helped with a National Library Week communications and social media strategy, and we tied it into the loss of IMLS funding. These posts generated more engagement than usual on both Instagram and Facebook. On Instagram our profile visits were up 22% over the previous week. Our top performing post on Instagram was about asking Congress to protect library funding and included screenshots from my Journal Press article on IMLS. It was viewed 887 times, liked 59 times, and shared 7 times. By contrast, most of our posts receive between 150-400 views. On Facebook, our top performing post was a photo featuring staff members in honor of National Library Workers day. That post was viewed 1,910 times, received 119 likes, and was shared 5 times. A typical Facebook post for us is viewed about 366 times.

### **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](#).
- The return of our Bluey Earth Day event is scheduled for this Saturday from 1-3 in Mowry Park. We are hoping for decent weather!
- The Aging in Community series that Barbara Price founded is a year old! The caregiver support conversations are gaining traction, and she has some great speakers and guests lined up. We are meeting to discuss funding ideas soon.
- We have another crafting event coming up: candle holder decoration on April 24.

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

- Local musicians Northern Borne will be performing as a duo in the Community Room on April 25.
- Our newest art exhibit comes from Vermont painter Peggy Younger.

### **Partnerships**

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

- The details for the Bike Safety Rodeo are all set, thanks to collaborators Washington County and Greenwich Youth Center. Saturday June 7. We are seeking 3-4 board members to help represent the library. The organizers of the event will provide instructions on how to help on the day of.

### **Place**

- See Facilities report

- We were awarded \$2500 for a SALS challenge grant to help with costs associated with replacing our dehumidifier. The RJ Down technician came today for our spring maintenance, and he prepared an estimate for us.
- Also, during the technician's visit, we discussed the drain in the Furnace Room that we think may be contributing to our odor problems. He suggested installing a "clean out" like we have in the downstairs restroom and said he can do this anytime. We could coordinate with the work scheduled to be done down there as part of the renovation.

### **Preservation**

- See Gill Room report

### **OTHER**

#### **Fundraising and financial**

- The Plant Sale is coming, thanks to KC! May 10, 9-11 AM. Let KC know if you would like to help out.
- We applied for a Dollar General literacy grant to help fund more Wonderbooks and another session of Reading Buddies.
- We have not heard about pending applications from Better World Books and WGY Christmas Match.
- Wendy Duvall has agreed to host a summer garden cocktail fundraiser to benefit the library. Given the success of our December event at the Finklesteins, I think we should pursue this.
- It's time to launch our next annual appeal if you can believe it!

#### **PTO & Personnel**

- I plan to take two weeks off this summer, from July 7-21.
- I'd like to meet with the personnel committee sometime before the end of quarter 2 to assess our staffing budget for 2026.

### **Incident**

The police were called yesterday after an individual refused to leave the library grounds for smoking and drinking.

8. Period for Public Expression – No members of the public present.
9. Old Business – None
10. New Business – Patrice heard that there are credits for energy improvements and that they may apply to Libraries. We are installing new windows and lights, and we may be able to get a credit back. Christine will research this for us to see if these credits are available to not for profits.
11. Dates of Future Board Meeting Calendar – The next monthly Board of Trustees meeting is scheduled for Wednesday, May 21, 2025 at 7 pm. We will meet at 6 pm to start personalizing the annual campaign fundraising letters.
12. Adjournment –Patrice **made a motion to adjourn. Teri seconds. Meeting adjourned at 8:17 pm.**

Digitally signed by Mary Ann Spiezio