

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

JUNE 2025 MEETING MINUTES

Regular Monthly Meeting

Wednesday, June 18, 2025

7:06 pm

Community Room

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

1. Call to order 7:06 pm
2. Board Action Items
 - a. Approval of proposed May 2025 Minutes (separate document).
Tony made a motion to approve the May meeting minutes. Teri seconds. Board approved.
3. Board Committee Reports
 - a. Facilities Committee (Aaron, Paul, Teri) – At the end of May there was a meeting with Chris Jones, Fire Inspector and Kevin Ostrander, Code Enforcement and they went over the upcoming construction project. We now have our permit. We have the final quote from Trevett. We may have an increase on the cost of the hardware due to tariffs and we may have a \$3-4k increase in the fee from our architect due to higher than anticipated charges from other professionals they work with. Teri spoke with Jim Parisi regarding the appliances, and he is working on some recommendations for us given our space constraints. We also need a new door for the pantry, which we did not anticipate. Flooring is due for delivery mid to late-July, to be installed by Landmark mid-August. We have no insight into the construction schedule at this point, so the plan is to store some items in the large meeting room downstairs and in the Teen Room. Teri sent an email asking which subcontractor will get to the bottom of the odor in the basement, which is critical since last week the odor upstairs AND downstairs was awful. Teri will send another email to ascertain the construction schedule as both Teri and Sarah have upcoming vacations.
 - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Sarah saw that Wallie's is inviting guest bartenders to serve in their outdoor bar and terrace. All tips will go to the institution providing the volunteers. Sarah is going to speak to staff to see who might be willing to volunteer their time for this fundraiser. Other fundraising initiatives are contained in Sarah's report.
 - c. Material Review Committee (Cliff, Patrice, Paul) – N/A
 - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Our lack of a policy was tested as we were visited today by a police officer from Wilton, asking to see

footage from our cameras on June 8th. She asked if he had a search warrant or a subpoena and he said he didn't, but he could get one. Unfortunately, she discovered that we only have footage going back one week. The camera in the Gill Room can be viewed live, but we do not have separate storage for that. Sandy is not always in the Gill Room every week during the summer and buying storage was discussed. Sandy said she can use the Gill Room budget for this expense.

There was also a recent issue with the Friends who expressed a concern about their bank account balance. Patrice found a MOU on the American Library Association website that we can use to re-establish our relationship. The concern is that we have money in our budget that we anticipate receiving from the Friends. Sarah asked the Friends to continue giving them the money they raised until next year's budget. We have been using the funds from the Friends for the window painting, and they also fund our scholarship. The Friends has stated that they want to have a minimum account balance of \$3,000. It was noted that we pay the taxes on the proceeds from their book sales.

- e. Board Recruitment (Cliff, Patrice) – N/A
 - f. Personnel & HR Committee (Mary Ann, Paul) – In lieu of meeting, Sarah is going to put together her questions and get together with Mary Ann. Sarah would like to see what salaries were prior to COVID if possible. Ellen and Patrice discussed where this information can be found and Sarah will look around. Sarah would also like us to look at what the payroll landscape was then vs now.
4. Gill Room Report (presented by Sandy McReynolds, Historian) – The recent event with the second graders went well. She had two requests over the last month, The Fire Tour will be held on 7/4, weather dependent.
 5. Treasurer's Report – April and May transaction reports were reviewed. Teri made a motion to approve the transaction reports for April and May, Tony seconds. Board approved.
 6. Friends of the Greenwich Free Library Update – The Friends provided the ice cream for the library's initiative at the Union Village Festival.
 7. Library Director's Report –

May [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 |
|----------|-------------------------|---------------------|---------------------|------------------|-------------------------------------|------------------------------------|----------------------------------|-----------------|-----------------------------|--------------------------|
| May 2024 | 3350 | 55 | 370 | 26 | 537 | 10 | 227 | 153 | 325 | 545.6 |
| May 2025 | 4170 | 49 | 321 | 46 | 598 | 10 | 242 | 151 | 195 | 1222.6 |

| | Check outs | Borrowers | Holds satisfied | New cards issued | Computer sessions | WiFi uses | Libby checkouts | New Libby Users | Kanopy plays |
|----------|------------|-----------|-----------------|------------------|-------------------|-----------|-----------------|-----------------|--------------|
| May 2024 | 2324 | 379 | 456 | 11 | 239 | 674 | 408 | | 111 |
| May 2025 | 2430 | 435 | 412 | 9 | 210 | 829 | 592 | 2 | 124 |

By the numbers, May was a strong month. Check out that monster food waste amount!

STRATEGIC PLANNING GOALS:

Public Promotion

A1 Communication

Barbara Price is working with Sydney Nichols on some marketing and communication pieces for the Aging in Community series. It will have its own page on our website, and Sydney is helping to develop a logo and poster templates.

A3 Outreach

The last few weeks brought us to the BCS Touch-a-Truck event, Union Village Festival, and the Battenkill Valley Pride Festival. We have one more Kindergarten Field trip coming up; we already hosted two groups earlier this month.

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](#).
- Summer Reading sign-up has begun.

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

- Rachel Truax has agreed to host a Paint & Sip for us on August 1st.
- Music at the Library is back this Monday! Rich Ortiz joins us at 6pm at the Gazebo. Weather forecast looks hot and dry!

Partnerships

C1. C2 Local not-for-profits and businesses

- We are collaborating with Bonnie Hoag and Dionondehowa on a Poets & Writers grant-funded workshop this Saturday.
- Rollin in Gravy Food Truck will join us for this Monday's concert in the park.
- Gather has agreed to donate their space for the Paint and Sip fundraiser, scheduled for August 1st. We will need to hire a bartender, but they are licensed to sell beer, wine, etc.
- Hubbard Hall will perform their free Shakespeare in the park roving production in our backyard on August 20.

Place

- See Facilities report
- Although we do not yet have a start date for the project, we are going to begin moving things out of the upstairs closet and kitchenette next week, because that is when we have time to do it. We believe we will have to use the Teen Room for temporary storage, unless we hear otherwise about using the hallway outside the elevator downstairs.

Preservation

- See Gill Room report
- Bravo to Sandy for an excellent presentation with three groups of second graders. A parent approached me at the library the other day to say how much her son loved it.

OTHER

Fundraising and financial

- We have nine registered guests so far for the June 28 Garden Party fundraiser. Please invite your friends and family!
- We have raised \$5,750 towards our annual appeal. Thanks to all of you for sending those letters!
- We have still not heard about pending grant applications from Dollar General and Better World Books. We received \$500 from WGY.

8. Period for Public Expression – None

9. Old Business – They did pass a resolution at the Village restricting unaccompanied minors in the common area behind the Village/Town buildings and the Library.

10. New Business – Greenwich has received \$4.5M for the NY Forward grant. The Library is seeking a portion of these funds to enhance our outdoor space at an expense of \$365,000 and this was included in the grant submittal. This estimated cost was from October, so it may be more than this now. We are not required to provide any matching funds as we are a not for profit, but we can if we want to. There is a public workshop meeting on June 30th that will meet at the Library and walk through the designated area, discussing projects that have been submitted as part of the grant or may be submitted for consideration. We will have to resubmit our project, and this is due on August 4th. Patrice will look for the email that contained renderings of what we envision for that space and we need to decide what we want to ask for.

11. Dates of Future Board Meeting Calendar – The next monthly Board of Trustees meeting is scheduled for Wednesday, July 16, 2025 at 7 pm.

12. Adjournment –**Teri made a motion to adjourn. Ellen seconds. Board approves.**
Meeting adjourned at 8:17 pm.

Digitally signed by Mary Ann Spiezio