

# GREENWICH FREE LIBRARY

## BOARD OF TRUSTEES

### MAY 2025 MEETING MINUTES

Regular Monthly Meeting

Wednesday, May 21, 2025

7:02 pm

Community Room

Attendees: Patrice Abate, Tony Jordan, Cliff Mealy, Aaron Northrup, Teri Pendergrass, Christine Richards, Sandy McReynolds (Historian), Sarah Murphy (Library Director), K.C. Scott (Staff member/public)

1. Call to order 7:02 pm
2. Board Action Items
  - a. Approval of proposed April 2025 Minutes (separate document) with one change (addition of Mary Ann Spiezio's name)  
**Cliff made a motion to approve the April meeting minutes. Christine seconds. Board approved.**

3. Board Committee Reports

- a. Facilities Committee (Aaron, Paul, Teri) – We are still waiting on the building permit application which has been submitted. We should have a better idea of the project timeline once materials can be ordered and we know lead times. John's clerk of the works contract is dated 5/28/25. On 5/19, we chose the cabinet and laminate colors, ceiling tile, and had John sign the contract. Lisa has seven submittals from FH Alex—extinguisher cabinets, coat hooks, door frames, top window film, doors and hardware.
- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – The plant sale was a remarkable success despite challenging weather. K.C. Scott is in attendance and lets us know that the plant sale total stands at \$3182, which exceeds our goal. There were compliments by many on the quality of plants this year and the board extends their gratitude to K.C. for spearheading this effort and making it such a success.

Our next fundraiser will be a Cheers to the Library garden party on 6/28 from 5:00-7:00 pm at the home of Wendy Duvall. Cliff agreed to donate a piece of art to use as a fundraiser in place of silent auction items. Thank you, Cliff.

Annual appeal letters were signed in advance of the meeting and postage will be taken from the board budget as it was in 2024.

- c. Material Review Committee (Cliff, Patrice, Paul) – N/A

- d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Policy committee members have received a review copy of proposed security camera policy. The committee intends to provide the board with an initial copy of this policy to review at the June board meeting.
  - e. Board Recruitment (Cliff, Patrice) – N/A
  - f. Personnel & HR Committee (Mary Ann, Paul) – Sarah is looking to meet with the personnel committee for a mid-year check in.
4. Gill Room Report (presented by Sandy McReynolds, Historian) – Sandy presented to the Lions and the “show and tell” style presentation was well received. Sandy also hosted a table at the Living History Weekend. Sandy will be giving a fire tour on 7/4 and a cemetery tour on 10/18. Sandy’s annual report will be incorporated in the Library’s Annual Report to the Community.
  5. Treasurer’s Report – April transactions are delayed because Marge and Ellen needed to work on some year-end transactions. April and May transactions will be voted on at the June meeting.
  6. Friends of the Greenwich Free Library Update – N/A
  7. Library Director’s Report –

#### April 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>April 2024</i>	3355	56	379	29	540	13	299	135	297	484.8
<b>April 2025</b>	<b>3992</b>	<b>41</b>	<b>325</b>	<b>47</b>	<b>534</b>	<b>12</b>	<b>256</b>	<b>162</b>	<b>227</b>	<b>596.5</b>

	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Libby checkouts	New Libby Users	Kanopy plays
<i>April 2024</i>	2517	408	501	11	224	553	450		128
<b>April 2025</b>	<b>2722</b>	<b>460</b>	<b>555</b>	<b>7</b>	<b>157</b>	<b>820</b>	<b>576</b>	<b>5</b>	<b>132</b>

I am noticing that the number of general, adult, teen, and children’s programs went up a lot over last April, but our overall attendance went slightly down. The increase comes mostly from a greater number of daytime programs (35 in 2025; 17 in 2024), and the decrease comes from fewer people attending the same number of offered evening and weekend events (125 in 2025; 215 in 2024).

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### **A1 Communication**

I visited the Village and Town meetings this month to present our 2024 Annual report to the Community and to discuss the current threats to federal library support.

#### **A3 Outreach**

We are getting ready to participate in a number of local outreach opportunities: The BCS Touch-a-Truck event, Union Village Festival, and the Battenkill Valley Pride Festival. We will also be hosting several school field trips over the next few weeks: the second grade is visiting to hear from Sandy about the Gill Room on June 2, and three Kindergarten classes are coming throughout June.

### **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 Aging in Community session on getting rid of stuff with presenter ML Healey was the highest attended of this series so far.
- Some local students asked to create a book club at the library on some Friday afternoons. The club focuses on a fantasy series called Wings of Fire. We are providing supervision and space for this program, but the activities are entirely student-led.

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

- Local watercolor artist Kayleen Jansson led a Saturday workshop for beginners. It was popular and well received.
- With the help of Eric Kufs, who agreed to curate the Music at the Library grant-funded concert series, we have four bands from around the region booked. The village approved our request to use the Gazebo and park on the fourth Mondays of the summer: June 23, July 28, August 25, September 22.

### **Partnerships**

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

- Last night, we hosted a speaker from the Southern Adirondack Beekeepers association and the Southern Adirondack Audubon Society. BetterBee also provided a table of resources. It was a terrific event.

### **Place**

- See Facilities report
- The air conditioner was not working in the Community Room last week, but the technician came and fixed it without invoicing us. It appears to have been something Roland J Down should have caught when they came in April for our preventative maintenance.

### **Preservation**

- See Gill Room report

### **OTHER**

#### **Fundraising and financial**

- See earlier report on Plant Sale and upcoming fundraiser

- We have still not heard about pending grant applications from Dollar General, Better World Books and WGY Christmas Match.

### **Incidents**

- On 4/28, a juvenile called the police because an adult had a knife. The incident occurred at the picnic tables behind Town Hall, but the child stated that she was at the library when she called. The children reportedly involved did not come into that library that day, but the adult alleged to have a knife had been at the library. I was informed by officers that the incident was the result of a “misunderstanding.”
- On 5/2, I called the police because a juvenile who had reportedly been missing since the evening before came to the library and asked us to call the police on her behalf. Local police arrived quickly and they left the premises with the juvenile.
- On 5/3 we suspended library privileges for a juvenile patron for six months. He had had his privileges revoked short-term on several previous occasions. On this occasion he was vaping on our premises.

8. Period for Public Expression – None

9. Old Business – None

10. New Business – Sarah and Tony have been working with the Cambridge-Greenwich Police in an attempt to strengthen our relationship. There has been an uptick in incidents at and around the library, Town Commons, and around Town and Village Hall. At a meeting on May 20th, representatives from the Town and Village councils agreed to explore a resolution that would prohibit unaccompanied minors from using the Commons and Town and Village properties after a certain time every evening. For the sake of this resolution, the property behind the library, including our parking lot and back porch, would be included.

11. Dates of Future Board Meeting Calendar – The next monthly Board of Trustees meeting is scheduled for Wednesday, June 18, 2025 at 7 pm.

12. Adjournment –**Aaron made a motion to adjourn. Teri seconds. Board approves.**  
Meeting adjourned at 8:06 pm.

Digitally signed by Patrice M. Abate