

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

AUGUST 2025 MEETING MINUTES

Regular Monthly Meeting

Wednesday, August 20, 2025

7:00 pm

Community Room

Attendees: Patrice Abate, Cliff Oliver, Aaron Northrup, Paul Thurston, Tony Jordan, Teri Pendergrass, Sandy McReynolds (Historian), Sarah Murphy (Library Director), John Harnett (Clerk of the Works for Community Room renovations)

1. Call to order 7:07 pm
2. Board Action Items
 - a. Approval of proposed June 2025 Minutes (separate document).
Tony made a motion to approve the June meeting minutes. Cliff seconds. Board approved.
3. Board Committee Reports
 - a. Facilities Committee (Aaron, Paul, Teri) – Aaron took measurements for the screen in the Community Room. He estimates that it should be \$2,000-\$2,500 for a middle of the line screen. Plan is to still use the screen that we have for now. The screen has been located and brought upstairs. Aaron did not research the cost of a new projector.

John Hartnett attended to provide an update on the Community Room renovations. We have had some delays due to subs backing out, material delays and other typical construction issues. They are doing the drywall now and hope to start painting right after that. Ceiling tiles are supposed to be shipped on Monday and the ceiling should go up after Labor Day. The floor will go in after that. John stops in every day when the contractors and Sarah are both there to get answers to questions. There were a lot the first week when they were finding things during the demolition phase, but things now are going smoothly. Some of the previous work was not as good as it should have been, including missing headers, recessed lights where the lens was melting (very unusual for LED lights), etc. The renovations were made during COVID and the electrical person stated that the quality of materials wasn't what you would normally get. The lighting should be under warranty. The ones we can't use were replaced and we can get more if we need to.

They had someone look at the windows and they said that the two bottom windows on each corner could not be fixed and we would have to replace the entire wall of windows. The Board does not want it to look significantly different from how it looks now and would prefer to just address the issues with the two windows. Our last estimate was 2022, but it was unclear if the estimate was for

just replacement of the glass or replacement of the windows. Jim's glass is supposed to be coming back in for an updated quote. If replacement windows are not affordable then we would like to at least replace the glass.

Biggest question now is the ceiling going on and how it will affect the electrical work up there. The downstairs ceiling will be installed on Friday. The dumpster is coming back tomorrow, so Teri and Patrice said they would work on purging items in storage that are no longer needed. Sandy will tag the items in the Gill Room that they can put in the dumpster.

Access to the room should be permitted on or around September 12th, even if the appliances and Trevitt doors are not installed. Appliances have not yet been ordered. John feels we should wait until the renovations are done to order the refrigerator. We won't know for sure how much space we will have until the wall is completed.

We have only paid the architect, the Trevitt deposit and that is really it. Teri reached out to Lisa about this, hoping FH Alexander will begin getting us some bills. There are still a lot of unknowns still out there, but they will gather as many of the known costs and add estimated additional costs to get a project total.

We need to have the naming and the sign. We could have Adirondack Sign work on a design. There was discussion regarding the sign placement, but no decision was made. We need to order a sign for the room named for Claudia as well. Sarah also commented that she would like a sign on the front door with the Library hours, though the hours do change from summer to winter.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Fundraising notes are in Sarah's report. We should send out personal note cards in September to those who have not given to the Annual Appeal yet.
 - c. Material Review Committee (Cliff, Patrice, Paul) – No report.
 - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Sarah will provide a copy of the surveillance policy to all board members at the end of the meeting so review and be ready to vote on it. Before next meeting we will also try to finalize the MOU with the Friends group.
 - e. Board Recruitment (Cliff, Patrice) – Patrice is going to ask Suzanne Seay to join the Board. We do want to consider someone on the Board that can assume the responsibilities of Treasurer eventually. Patrice thought of Dana Clark's daughter and Sarah will think about it too. Mary Ann will reach out to Breanna Lundy about the possibility of someone on her staff joining the board.
 - f. Personnel & HR Committee (Mary Ann, Paul) – N/A
4. Gill Room Report (presented by Sandy McReynolds, Historian) – Sandy met with Wallace, who has been collecting obituaries for her. They like to have records on anyone associated with Greenwich in any way. She is also working on the class reunion for the

class of 1975, as they requested a walking tour and a tour of the school. This will happen at the end of September. She also fielded a couple of genealogy requests.

5. Treasurer's Report – Paul made a motion to approve the quarterly P&L and the June transaction report. Tony seconds. Board approved.
6. Friends of the Greenwich Free Library Update – They are doing the calendar again this year and Sydney works on the layout for us. It is mostly ready to go.
7. Library Director's Report –

2nd Quarter comparisons

	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>Second Qtr 2024</i>	11271	159	1063	79	1590	29	742	434	957	1784.4
Second Qtr 2025	11857	130	1039	131	2035	28	644	458	664	3095.9

	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Libby checkouts	New Libby Users	Kanopy plays
<i>Second Qtr 2024</i>	7297	1214	1361	56	636	1910	1249		368
Second Qtr 2025	7465	1345	1453	48	554	2363	1721	13	351

June and July [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>June 2024</i>	4566	48	314	24	513	6	216	146	335	754
July 2025	3695	40	393	38	903	6	146	145	242	1276.8
<i>July 2024</i>	4122	73	263	23	543	15	468	178	237	676
July 2025	3913	41	205	26	386	17	422	170	277	924.8

	Check outs	Borrowers	Holds satisfied	New cards issued	Computer sessions	WiFi uses	Libby checkouts	New Libby Users	Kanopy plays
<i>June 2024</i>	2456	427	404	34	173	683	391		129
June 2025	2313	450	486	32	187	714	553	6	95
<i>July 2024</i>	3122	454	605	16	133	684	397		112
July 2025	2664	499	580	11	236	751	522	7	116

June's programming numbers were uncharacteristically high. In addition to some special events, this can be largely explained by a few big outreach opportunities (Emilly estimates that she interacted with 250 individuals at the BCS Touch-a-Truck, and Kris and I saw another 80 at the next week's Pride Fest) and school visits (approximately 60 second graders visited the Gill Room and 60 Kindergarteners visited the library).

July's dips are expected based on having the Community Room offline, but offsite events were very well attended, so the decrease is not too severe.

STRATEGIC PLANNING GOALS:

Public Promotion

A1 Communication

A3 Outreach

Emilly and Kris will be at the Washington County Fair tomorrow (8/21) for the annual tradition: Story Time at the Red Caboose. Emilly has also agreed to attend the Eastbound Throwdown music festival on Saturday September 6 to represent the library with a kids' activities pop-up.

Programming

B1 Programs that fulfill patron needs

- Current and upcoming programs and events can be found [on our website calendar](#).
- Kris and Emilly report on their goings on [here](#).
- Summer Reading will conclude next week on Thursday 8/28. We are modifying our Endless Summer event to be a little more low key. We will provide free ice cream (while supplies last) and face painting (from Rachel Truax), and we'll hold the Summer Reading Raffle at 5:00 PM.

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

- We have had two successful Music at the Library events so far this summer, and the third is on 8/25

Partnerships

C1. C2 Local not-for-profits and businesses

- Hubbard Hall's outdoor performance scheduled for tonight was moved to their indoor theater space in Cambridge due to the rain. We will hope to partner with them again next year!
- Adirondack Health Initiative tabled on our back porch last week as part of their initiative to get into the public in all the counties they serve.
- We partnered with Lucky Puppy Rescue and Great Beginnings Adoption Center in Argyle for a children's program, Paint an Adoptable Dog. Carol Throop and Naomi Meyer donated their time as art instructors and nine kids attended.

Place

- See Facilities report & construction report
- We have applied for a NY Forward grant in the amount of \$360,650
- Another letter will appear in a local paper (Journal Press) about LED lighting
- We have scheduled Roland J Down to install the new humidifier on August 27

Preservation

- See Gill Room report

OTHER

Fundraising and financial

- We had 36 ticketed guests at the Cheers to the Library fundraiser, and our ticket sales (after transaction fees) were \$1,765.25. Costs were low thanks to several in-kind donations and will be reconciled shortly.
- The Paint and Sip fundraiser at Gather on August 1 was also a success, netting \$306.21
- We have raised \$10,063.66 towards our annual appeal.
- We received \$3,725 to go towards Reading Buddies from the Dollar General Literacy Foundation
- We have been contacted by the attorney representing the Siegel bequest about requesting the funds

8. Period for Public Expression – None

9. Old Business – None

10. New Business – Tony stated he had some people asking for Hoopla. We have looked at this in the past and it is very expensive. We could not build it into our budget at the time. Sarah will get updated information for the Board.

11. Dates of Future Board Meeting Calendar – The next monthly Board of Trustees meeting is scheduled for Wednesday, September 17, 2025 at 7 pm.

12. Adjournment – **Teri made a motion to adjourn. Cliff seconds. Board approves.**
Meeting adjourned at 8:08 pm.

Digitally signed by Mary Ann Spiezio