

# GREENWICH FREE LIBRARY

## BOARD OF TRUSTEES

### MARCH 2026 MEETING MINUTES

Regular Monthly Meeting  
7:00 pm

Wednesday, April 15, 2026  
Main Library

Attendees: Mary Ann Spiezio, Patrice Abate, Cliff Oliver, Suzanne Seay, Lynne Weygint, Brie Gaynair, Paul Thurston, Sarah Murphy (Library Director), Sharon Kruger (Friends Member)

1. Call to order 7:03 pm
2. Consent Agenda
  - a. Approval of proposed March Minutes and Financials (Deposit Detail, General Ledger, Workbook)  
**Lynne made a motion to approve the March meeting minutes and the March financials. Brie seconds. Board approved.**
3. Board Committee Reports
  - a. Facilities Committee (Aaron, Brie, Paul, Patrice) – Sarah noted that they are seeing increased evidence of mice downstairs. Hopefully with the weather warming up this issue will resolve itself. Sarah reported that we will start to work with the downstairs grant in May. Patrice will send an email to Teri to arrange a meeting with Aaron to hand off items still in process. Patrice suggested that we maintain a log of instances of odor downstairs. Sarah reported that it has been minimal lately, but Emilee has been asked to keep track of it to see if patterns emerge.
  - b. Finance & Fundraising Committee (Mary Ann, Suzanne, Patrice) – Lynne and Sarah have been in touch with Lorraine Ballard, who signed up to help with the Friends and Fundraising. She may host a dinner at one of the buildings she and her husband own on Main Street. Sarah will put her in touch with the fundraising committee. Sydney Nichols has offered to host our Cheers to the Library event (summer cocktail party) at Owl Pen this year. Patrice suggested we do something like Beans and Bands possibly winter into spring.
  - c. Material Review Committee (Aaron, Brie, Suzanne) – No report.
  - d. Policy & Audit Committee (Lynne, Brie and Tony) – We are still waiting on Tony's document to be reviewed by Veronique. Cliff will follow up with her.
  - e. Board Recruitment (Cliff, Patrice) – The volunteer event did bring in a lot of people interested in the Library and we now have a pipeline of Board candidates.
  - f. Personnel & HR Committee (Cliff, Lynne, Mary Ann, Paul) – Sarah has seen her review and she expressed appreciation to the Board. She reminded the Board

that she needs an updated contract with her salary increase, paid time off and health care stipend.

4. Gill Room Report – No report.
5. Friends of the Greenwich Free Library Update – We had about 20 people show up for the volunteer event. Sharon Kruger provided Lynne with more history on the friends group. Lynne has set up a meeting on 4/28 for the Friends, both current and new members. They have bylaws and a constitution, which Lynne plans to talk about that evening. Sarah will publicize the event in case any members of the public would like to attend.
6. Treasurer's Report – Sarah noticed on the Profit and Loss Statement for the first quarter we are at 81% of general programming (5406) budget. She ran a report of expenses in the category and shared it with the Board. The movie license renewal and the streaming content service accounted for \$780 of that spend. This was previously covered by a grant. Going forward, most of the other expenses for general programming will be covered by grants and summer reading funding.

We have the subscription for the online version of QuickBooks and Patrice is looking for someone with expertise in that area. We discussed the opportunities for training for Marge and Brie suggested she would also appreciate that training as she is Ellen's backup.

#### 7. Library Director's Report –

##### Year-to-date [Statistics](#)

|                     | Visitors to the library | Community space use | Community attendees | Library Programs | Library program and event attendees | Early Childhood programs | Early Childhood program attendees | Volunteer hours | Farm 2 Library participants | Pounds of waste diverted |
|---------------------|-------------------------|---------------------|---------------------|------------------|-------------------------------------|--------------------------|-----------------------------------|-----------------|-----------------------------|--------------------------|
| <i>First Qtr 25</i> | 10245                   | 178                 | 1225                | 100              | 1284                                | 36                       | 930                               | 445             | 725                         | 1712.8                   |
| <b>First Qtr 26</b> | <b>9444</b>             | <b>170</b>          | <b>1265</b>         | <b>103</b>       | <b>1093</b>                         | <b>38</b>                | <b>1020</b>                       | <b>382.5</b>    | <b>813</b>                  | <b>2,881.80</b>          |

| Check outs  | Borrowers   | Holds satisfied | New cards issued | Computer sessions | WiFi uses   | Libby checkouts | New Libby users | Hoopla checkouts | New Hoopla users | Kanopy plays | New Kanopy users |
|-------------|-------------|-----------------|------------------|-------------------|-------------|-----------------|-----------------|------------------|------------------|--------------|------------------|
| 7824        | 1322        | 1661            | 43               | 436               | 2301        | 1455            | 20              |                  |                  | 365          |                  |
| <b>6808</b> | <b>1234</b> | <b>1429</b>     | <b>38</b>        | <b>421</b>        | <b>2159</b> | <b>1624</b>     | <b>17</b>       | <b>169</b>       | <b>57</b>        | <b>435</b>   | <b>9</b>         |

|            | FB content posted | FB views | FB Interactions | IG Content posted | IG views | IG interactions | Newsletter views |
|------------|-------------------|----------|-----------------|-------------------|----------|-----------------|------------------|
| Jan 2026   | 25                | 27.4K    | 395             | 18                | 4.2K     | 187             | 632              |
| Feb 2026   | 35                | 31.4K    | 635             | 33                | 8.9K     | 352             | 937              |
| March 2026 | 30                | 15.6K    | 195             | 18                | 5K       | 241             | 978              |

The back door counter was not working properly during part of the month, resulting in an estimated door count for March. The real number is likely a bit higher.

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

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

Sydney is working on materials for our Chamber of Commerce collaborative welcome bags

### **Programming**

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

- Current and upcoming programs and events can be found [on our website calendar](#).
- Update programming notes from Emily and Kris are [here](#).
- April Art Café was a lovely event. Smaller attendance than in February, but I think every other month is a good schedule. Most of the main supplies have been purchased already, so it will be inexpensive to keep it going
- Our spring break special event was a well-attended and very interesting program on bats.
- Coming up we've got West African Drumming with Guinean Master Drummer Bolokada Conde (funded by a LARAC grant) for adults and an Aging in Community speaker who will discuss finances.
- Soul Collage returns in May.

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

- The closing reception for the current exhibit from artist Christopher Smith will be on April 28th between 6-8.

### **Partnerships**

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

- Our third annual Bluey's Earth Day event is coming up this Saturday in Mowry Park. Emily has nailed down collaborative efforts from the YMCA, 4H, Em's Art Shack, the GYC, GCSD, BetterBee, Grasslands Bird Trust, and EarthBeat Music. We are hoping the weather holds!
- Catholic Charities Care Coordination Services will be tabling here tomorrow to share information about preventative care.

### **Place**

- See Facilities report

### **Preservation**

- See Gill Room report

### **Other**

- I have updated the Annual Report to the state based on feedback from SALS. I have made the suggested changes, and the report is ready to be voted on. The changes included:
  - o A \$965 discrepancy between sections 11 and 12, which Ellen fixed.
  - o I learned that I could answer Yes to questions 3.14 and 3.15, which are about patron access to screen readers for those who are visually impaired. All of our public PCs come with Narrator screen reader and can be accessed with the Window key + cntrl + enter
- Best Small Library award nomination: Sydney Nichols and I worked on an application and submitted it last week. It felt very gratifying to look at our work through the lens of this application. The text of the application can be found [here](#) and the supplemental materials are [here](#).
- I have drafted a potential letter for the annual appeal. This is a rough draft, and we may decide to go in an entirely different direction - I am open to feedback! We can decide if we want to include

the infographic annual report to the community on the back as we did last year, or we could include photographs.

- I received an opportunity to attend an IMLS (Institute of Museum and Library Services) conference for rural libraries celebrating the 250th anniversary of the nation. Conference fee, travel, and accommodations are all covered. I'll be in DC from the evening of June 9th through the morning of June 13.
- Grants:
  - We received \$700 from Stewart's to go towards Summer Reading. They visited the library today with a giant check for promotional materials.
- 8. Period for Public Expression – Sharon was present and expressed appreciation for the Library.
- 9. Old Business – Still working on agreement with Veronique.
- 10. New Business – Sarah prepared the Annual Report. Patrice made the motion to approve, Paul seconds. Board Approved. This will be submitted to SALS and ultimately to NYS. It is time to prepare our Annual Appeal letter and Sarah has provided a draft to review. All Board members should review and comment by April 22<sup>nd</sup> so the letter can be finalized and ready to mail out by our May meeting. The SALS annual meeting is being held on May 18<sup>th</sup> and they will be honoring Bob Jeffords. We can get as many tickets as needed for anyone who wanted to go.
- 11. Dates of Future Board Meeting Calendar – The next meeting of the Board of Trustees will be on Wednesday, May 12, 2026 at 7 pm. If the Annual Appeal letter is ready to go, we will meet at 6 pm to sign the letters.
- 12. Adjournment – **Patrice made a motion to adjourn. Aaron seconds. Board approved.** Meeting adjourned at 8:20 pm.

Digitally signed by Mary Ann Spiezio