

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
November 17, 2021 7:00 PM, Greenwich Free Library

Attendees: Patrice Abate, Claudia Blackler, Walter Grom, Ellen Ketchum, Sandy McReynolds, Sarah Murphy (Library Director), Kathy Nichols-Tomkins, Jim Nolan, Cliff Oliver, Teri Pendergrass, Dave Wever

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 10/20/2021 MINUTES. <i>Cliff makes motion. Kathy seconds. Board votes yes.</i>	
COMMITTEE REPORTS <i>Building Committee</i>	The building committee is still seeking quotes for the magazine rack and center shelving units.	
<i>Events Committee</i>	<p>Report on Annie’s Retirement Reception (11/16/21) that was well attended at Gather. This was paid for by a generous donor and was no expense to the library. Details on an open house scheduled for Thursday 12/2 from 5:00-7:00 pm. There will be several things happening during the library open house including the monthly Boomerang Book Sale and a presentation in the Gill Room.</p> <p>Details on the Winter Tabletop Tree Festival. Jim provided a generous donation of \$300 and the Friends will cover the additional expenses (cost of trees, tickets, decorations). Decorated trees due by 11/30. Festival will be open to the public from 12/1-12/15. Proceeds will benefit the library This will also be happening during the open house.</p> <p>Kathy provides an update on the Great Giveback. The program was very successful. Great partnership with Easton Library. Community was very generous and donates a large number of items. Kathy dropped the items off at both shelters. This will be an event that we will participate in annually and would like to partner with Easton again if possible.</p>	
<i>Fund Raising Committee</i>	Ellen took the lead on revising the letter for the annual appeal and worked tirelessly with Marge and Sarah to get the letters edited and printed for the meeting tonight. Letters will be signed at the conclusion of tonight’s meeting and mailed by Friday.	
<i>Finance</i>	-Revised proposed budget will be discussed later in the	

<i>Committee</i>	meeting.																			
<i>Board Recruitment Committee</i>	Paul Thurston (a former board member) has expressed interest in rejoining the board as an active member. Board votes to accept Paul Thurston as a board member. <i>Walter makes motion. Claudia seconds. Board votes yes.</i> Discussion on status of Cliff as an active board member. He had expressed interest in becoming an active member again several months ago but a vote was not taken Board votes to accept Cliff Oliver as an active board member. <i>Claudia makes motion. Patrice seconds. Board votes yes.</i>																			
<i>Policy Committee</i>	Did not meet.																			
FRIENDS REPORT	Did not meet. Please note the next Boomerang Book Sale will take place on Thursday, December 2 nd from 4:00-7:00.																			
GILL ROOM REPORT	<p>Gill Room Report</p> <p style="text-align: right;"><u>November 17, 2021</u></p> <p>FB: 573 Likes (+0) 608 Follows (+3)</p> <p>Requests:</p> <ul style="list-style-type: none"> • 2 house requests <p>Meetings/Programs:</p> <p>Notes:</p> <p>Hours: October 21 - November 9, 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: center;">Gill Room Hours</th> <th style="text-align: center;">Outside Hours</th> </tr> </thead> <tbody> <tr> <td>Claudia</td> <td style="text-align: center;">9.75</td> <td></td> </tr> <tr> <td>Wallace</td> <td style="text-align: center;">6.5</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Roger</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Nancy</td> <td style="text-align: center;">6</td> <td></td> </tr> <tr> <td>TOTAL HOURS:</td> <td style="text-align: center;">26.25</td> <td style="text-align: center;">4</td> </tr> </tbody> </table>	Name	Gill Room Hours	Outside Hours	Claudia	9.75		Wallace	6.5	2	Roger	4	2	Nancy	6		TOTAL HOURS:	26.25	4	
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MONTHLY FINANCIALS	MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Ellen makes motion. Cliff seconds. Board votes yes.</i>	
BUDGET WORKSHOP SESSION #2	Ellen has made several adjustments to the proposed budget. She is figuring in increased costs for fuel in 2022 and general inflation costs. She has also increased reinstated the budget for the Gill Room to the full \$1000 and reduced the “additional fundraising goal.” She has dropped potential income by \$10K to give the library some flexibility with unanticipated expenses. Talk of establishing an account for the Gill Room that would allow the Gill Room to establish a fund for any donations that are received and are specified for the Gill Room. This would allow the Gill Room to work towards larger goals as it could exist on its full budgeted amount but receive donations in addition to the budget.	-Speak to accounting firm about what we would need to do to establish a fund for the Gill Room where Gill Room-specific donations could accumulate. Discuss at December meeting.
LIBRARY DIRECTOR’S REPORT (Sarah)	Greenwich Free Library - Director’s Report to the Board– November 17, 2021 Statistics: Check outs- 2,055; Borrowers - 342; Holds Satisfied – 451 ; New Cards Issued–8 ; WiFi uses 350; Overdrive checkouts – 345; Kanopy – 24 single plays/1 preK series Financial: 2022 Budget Draft #2 - Ellen Lower Adirondack Regional Arts Council – Change request has been submitted for 2020 grant money to be used for Little Greenwich Free Library construction, to use in 2022 (\$1,914) KEY PRIORITIES: Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities 1,000 Books before Kindergarten – Lynne has kick started this program after a lull. Since June, 18 kids have signed up	

	<p>Preservation and Access to Local Historical Documents Goal: Enhance access to an expanded collection of paper, photo, and digital sources and documents related to the history of the greater Greenwich community.</p> <p>Gill Room report</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages I've been in touch with the Greenwich Jr./Sr. High School librarian about signing 8th graders up for library cards and possibly scheduling a visit.</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community Tabletop Tree Festival – ongoing Library Open House, December 2 Beginning to moderated conversations with local authors, hopefully to begin in January</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services. Status of Fire Procedure Plan?</p> <p>Transition: Thanks largely to the staff, volunteers, all of you, and Annie, things are going well, and I am thrilled to be here. Thank you! I am still waiting to hear from the bank regarding the new debit card. Neither Annie nor I can currently access the Facebook account. Sandy can edit, but she cannot administer. Annie and I are working on fixing this.</p>	
PUBLIC COMMENT	Two staff members present. K.C. and Marge.	
OLD BUSINESS	No old business.	
NEW BUSINESS	Jim Nolan will step down from the Greenwich Free Library board as of 12/31/21 as he has been elected Town	-Research what other

	<p>Supervisor. The board will need to vote on new leadership positions at the December meeting.</p> <p>Board members will need to be recruited for the PR/publicity committee as there are no members serving on that committee due to board resignations.</p> <p>Emilly Falge Sargent, former coordinator of children’s programming at the library, has expressed an interest in returning to that position.</p> <p>Kathy brings up the idea that we need to research how the library could possibly assist Amish families in our community.</p>	<p>libraries do to support Amish Communities.</p>
<p>MEETING CONCLUDED 8:10 PM</p>		

Minutes signed: *Patrice M. Abate*