

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
June 16, 2021 7:00 PM, Greenwich Free Library

Attendees: Patrice Abate, Claudia Blackler, Joe Donahue, Audrey Fischer, Walter Grom, Ellen Ketchum, Annie Miller (Library Director), Sandy McReynolds, Cliff Mealy, Kathy Nichols-Thomas, Jim Nolan, Teri Pendergrass, Dave Wever

Also present: Library Volunteer Ellen LeCompte

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 05/19/2021 MINUTES WITHOUT EDITS. <i>Audrey makes motion. Walter seconds. Board votes yes.</i>	
UPDATES REGARDING RENOVATION PROJECT <i>Building Committee</i>	Teri presents report detailing renovation. The renovation is complete and the library was able to reopen to the public with a soft opening on 6/14/21. There is still a punch list of items that needs to be addressed. There are still books to be unpacked. There are still issues with the fax machine and scanners not working. There are some phone issues. There are electrical issues (some outlets not working) concerning the Gill Room which need to be addressed. Private tours will be given on Saturday. Open house and reception is scheduled from 7:00-8:30 on 6/25 for invited guests. Carrie Woerner and Pam Fuller are slated to attend. Jim looking to get contact info for Betty Little as she was instrumental in getting the project through. Annie asks if building committee would consider taking on assessment of other aspects of the building going forward. Reviewing service contracts (WiFi, utilities, insurance, etc.)	-If unable to reach Betty Little for the reception, should we send her a note/letter of thanks from the library? -Building committee to start reviewing utilities and other service contracts.
COMMITTEE REPORTS <i>Board Recruitment Committee</i>	Joe Donahue and Cliff Mealy are in attendance. They would both like to return to active board member status (as opposed to honorary board member status). With our (2) new board members this returns the board to 11 active members.	

<i>Fundraising Committee</i>	Did not meet.	
<i>Policy Committee</i>	Audrey explains policy committee will be working on policy concerning the library's endowment. As well as FOIL policy.	
<i>Finance Committee</i>	Ellen explains that she met with Annie to review finances. Library has spent about 30% of annual budget through late-May/early-June. The renovation budget has exceeded grant money by approximately \$20K-30K. Money will need to be moved from the general operating account to cover the overage (see vote in OLD BUSINESS).	
<i>Events Committee</i>	Tours of library will happen on 6/19 between the hours of 10-2. The open house will be a cocktail reception on 6/25. Jim will make remarks thanking those who helped secure the grants and the matching funds. As well, thank contractors and volunteers.	
FRIENDS REPORT	Audrey looking for Friends to begin meeting again and seeks a new president for the Friends organization	
GILL ROOM REPORT	Gill Room Report June 16, 2021 FB: 564 Likes (+1) 593 Follows (+2) Requests: • 2 Genealogy research/obituary look-ups • Main Street properties info Meetings/Programs: • WCHS to check their directory holdings Additions to archives: • A new book: <i>Historic Washington County: A Photographic Portrait</i> photos from the Gill Room collection were used. • Photograph of class of Greenwich High School, donated by Debi Craig, Town of Hebron Historian Issues: • Outlets	-Need electrician to look at electrical situation in Gill Room ASAP.
MONTHLY FINANCIALS	MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS.	

	<i>Claudia makes motion. Walter seconds. Board votes yes.</i>	
<p>LIBRARY DIRECTOR'S REPORT (Annie)</p>	<p>Greenwich Free Library - Director's Report to the Board- June 16th, 2021</p> <p>Statistics: Check outs- 1,235; Borrowers - 222; Holds Satisfied - 615; New Cards Issued - 2-; WiFi uses 199; Overdrive checkouts - 333</p> <p><u>Financial:</u></p> <p>Reminder about creating a spending policy for the "endowment" fund. We were contacted by Christopher Fish at Glens Falls National to see if we want to follow up on the meeting we had last year.</p> <p>Town Board approved contract</p> <p>KEY PRIORITIES:</p> <p>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</p> <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>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>Reopening of services Monday, June 14th - following CDC Guidelines.</p>	<p>-Need more information on online setup and how SALS will be coding people by service area. Issue has come up b/c people were doing self-registration during COVID. Annie is concerned that people we serve will not be coded to Greenwich.</p>

	<p>A number of libraries in the system are opening their meeting rooms. And allowing use “on the honor system”.</p> <p>Some are doing indoor programs but most are sticking with outdoors and virtual.</p> <p>One staff member has had the first shot all others are fully vaccinated.</p> <p>Summer Schedule Monday and Friday 10am-5pm, Tuesday through Thursday 10am-7pm, Saturday 10am-1pm</p> <p>Staff:</p> <p>Many thanks to the staff for their hard work getting the library back together.</p> <p>I have hired 3 (!) new people. Emily McDonald, Lynne Weygint and Elaine Kenny. I had intended to fill the positions gradually but had such good candidates that it didn’t make sense to let them go. I’d like to invite them to the next board meeting to meet everyone.</p> <p>We have gotten a good response from returning and new volunteers but we still have holes to fill in the schedule.</p>	
PUBLIC COMMENT	Ellen LeCompte speaks about her experience volunteering at the library.	
OLD BUSINESS	Ellen makes motion to move \$30,000 for the operating account to the construction account to fund the final expenses surrounding the renovation. <i>Audrey makes motion. Teri seconds. Board votes yes.</i>	
NEW BUSINESS	Initiative to thank members of the garden club. How can we best thank them?	
MEETING MOVES TO EXECUTIVE SESSION		
MEETING CONCLUDED 10:00 p.m.		

Minutes signed: *Patrice M. Abate*