

Wednesday, November 18, 2020 Library Board of Trustees Meeting

1. Approval of October 21, 2020 Minutes

MINUTES

GREENWICH FREE LIBRARY BOARD OF TRUSTEES MONTHLY MEETING

OCTOBER 21, 2020 7:00 PM, VIRTUAL MEETING VIA ZOOM

Present: Claudia Blackler, Audrey Fisher, Walter Grom, Annie Miller (Library Director), Teri Pendergrass, Ellen Ketchum, Kristen Parillo, Sandy McReynolds, Jim Nolan.

Architect Lisa Hayes began the meeting with discussion of the building plan. A schedule was set for contractors to visit. A meeting with Annie was set to go over the drawings. Items to discuss with the Electric Engineer regarding sensors: how long they remain on and code requirements for occupancy sensors. Relocation of fire alarms. New electronic wall heater by doors entering library. They will price check new or current LED fixtures. Upgrading the paint and flooring in the Community Room. Replace elevator floor. A new sub-panel has been installed. A grant has been received to install new shade in the Community Room.

Approval of September 16, 2020 minutes.

BUILDING

Cost differential will not be known until bids are received.

FUND RAISING AND FINANCE

Annie made a presentation to the Lions Club which was well received. The amount of their donation is pending. The Annual Appeal letter is being developed. A letter for Matching Grant Construction letter is being developed as a 40% match is required.

GILL ROOM

515 Likes and 599 Followers. Sandy attended the CDC Roundtable Meeting regarding protecting archives and a building disaster plan. A document scanner will have to be purchased which Sandy is working on. Volunteers will remain remote but are available for special requests.

POLICY

Being actively worked on by committee members.

FRIENDS

Three members have been working on shelving donations. The Friends voted on making a \$1,000.00 donation to the library which was greatly appreciated.

LIBRARY DIRECTORS REPORT

A surveyor was hired and is working on a report regarding the back lot.

Two staff and volunteers are working in the library. Curbside service will extend hours beginning in November.

Annie is working on Hot Spots which will connect cell phones for a wireless connection.

Volunteers will be needed for six weeks to prepare building for construction. A meeting will be held next Thurs. for anyone who is interested in helping.

Bill Tomkins will be the Project Manager.

Annie submitted a request to the Town for \$43,500. Which is the same amount we have received in the past. They have tentatively cut the amount to \$22,000. Annie spoke to our Honorary Board Member Bob Jeffords requesting him to speak to Town Supervisor Don Ward. He suggested that Jim Nolan meet personally with Don. Jim has been trying to set up an appointment with no success. He will keep trying. It was thought that in reviewing our budget it was noted that there was significant amounts listed but these amounts are designated for specific jobs.

The budget was discussed and is being revised.

NEW BUSINESS

The firm of Cusack & Co was selected to review the financial statements for 2020. This motion was accepted by Naomi Meyer and 2nd by Walter Grom.

In a review of the Policies it was noted by Claudia Blackler that we do not have a Human Resource Representative. It was requested that this position should be added to the Policies as it would enable the Board of Trustees to have a connection to the workings of the library and to address personnel or volunteer issues that arise. The Policy Committee will research this and bring a decision to the November meeting.

Minutes submitted by Claudia Blackler