

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

DECEMBER 2023 MEETING MINUTES

Regular Monthly Meeting

Wednesday, December 20, 2023

7:00 pm

Community Room

Attendees: Patrice Abate, Mary Ann Spiezio, Teri Pendergrass, Sandy McReynolds, Cliff Oliver, Paul Thurston, Ellen Fronhofer, Sarah Murphy, Marge Maxwell (Library Employee), Christine Richards (potential Board Member), KC Scott (Library Employee), Dave Wever, Sydney Nichols (Web Site Contractor), Kimberly Bellamy (Library Employee)

- Call to order 8:10 pm
- Board Action Items
  - Approval of proposed November 2023 Minutes (separate document)  
**Paul made a motion to approve the November meeting minutes. Teri seconds. Board approved.**
- Board Committee Reports
  - Facilities Committee (Aaron, Dave, Paul, Teri) – Lisa Hayes and Paul Mays led off with a presentation on the proposed renovations to the community room. The decision was made to hire an hourly handyman. Our insurance carrier covers volunteers, employees and contractors. Sarah, per our policy, can authorize expenses under a certain dollar amount, so this will give her flexibility to determine the appropriate rate.
  - Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – No report
  - Material Review Committee (Cliff, Patrice, Paul) – No report
  - Policy & Audit Committee (Mary Ann, Patrice, Paul) – Sarah mentioned that our internet policy needs to be updated. It has not been updated since 2011.
  - Board Recruitment (Cliff, Patrice) – Christine Richards introduced herself and expressed her interest in serving on the Board. We will vote on this at the January meeting.
  - Personnel & HR Committee (Mary Ann, Paul) – To be discussed during the executive session of the Board of Trustees.
- Gill Room Report (presented by Sandy McReynolds, Historian) – No report. Will present an annual report at our meeting in January.

- Friends of the Greenwich Free Library Update – Friends calendar is available for purchase.
- Treasurer’s Report – Transaction detail report was reviewed. Our large donation for the Appeal match has been received. The 2024 budget was reviewed. Payroll will be discussed during our executive session. Adjustments to the custodial line item based on using Emilly Sargent to clean for us for four hours per week.

**Paul made a motion to accept the Treasurer’s Transaction Report. Teri seconds. Board approves.**

**Paul made a motion to approve the 2024 Budget. Teri seconds. Board approves.**

- Library Director’s Report –

**November Statistics:** Checkouts—2219; Borrowers—405; Holds Satisfied—521; New Cards Issued—10; Computer sessions—136; WiFi uses—647; Cossayuna WiFi—68; Libby checkouts—372; Kanopy Plays—75; Visitors to the library (door count)—3731; Community service sessions—77; Community service attendees—573; Library programs/events (general)—18; Library program/events attendees—307; Early Childhood programs/services—11; Early Childhood attendees—195; Volunteer hours—132; Farm 2 Library participants—249; pounds of food waste diverted for compost—616.2

**We’ve noticed anecdotally that community room bookings have been up, and the stats back this up. Our average number of community sessions booked for Jan-Oct 2023 was 34.8, and in November 2022 we had 28 sessions booked. This month, we had 77 sessions. We are thrilled that the public is using our space in this way. We need to be careful about reviewing each booking to make sure there are no conflicts and that the booking purposes align with our room use policy.**

### **STRATEGIC PLANNING GOALS:**

#### **Public Promotion**

##### **A1 Communications**

- **Social Media: I’ll work with Sydney to collect social media statistics so that we can better track performance and growth going forward. Staff will begin implementing the social media plan (introduced in draft form last month) in the new year.**
- **Website: We’ll be meeting over the next month or so to finalize the organization of the site and to write content for newly added pages. We will also transfer documents (including old meeting minutes, policies, etc.) from the old site to the new site.**

##### **Programming**

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

- **Current and upcoming programs and events can be found here.**
- **We are in the midst of a brief programming break, and our full schedule of early learning and after school events will start up again on January 8. We will also reintroduce teen programming in January.**
- **I conducted a focus group with Battenkill Community Services, and they generated tons of ideas for programming that fulfills their needs. We have already implemented some of this, and I’ve applied for a grant (more on that in the partnerships section) to help implement more.**
- **B2 Give local artists, writers, creators, and experts a platform:**
- **The Greenwich Arts and Library Association has been meeting once a month for the last year**

and a half or so, and I'm thrilled to announce that they are presenting a group show in the Community Room during the month of January. Thirteen different artists across a variety of mediums are showing. There will be a reception to celebrate the work on Friday January 19.

- Both of our adult author events this month were successful. We had a great turn out and engagement. Children's author Rachel Vogel will join us on Friday December 22.
- I applied to LARAC for two grants for the upcoming year: a renewal of our Music at the Library series (\$2,500), and the Greenwich portion of the planned ukulele for seniors program collaboration with Schuylerville Library and Chelsie Henderson (\$1,000). Adirondaek Trust Company turned us down for this grant.
- B3 Unique programs that introduce participants to new ideas or experiences
- Still pursuing ASL classes (as part of the BCS-related grant)

#### Partnerships

C1 & C2 Local not-for-profits; Local businesses and entrepreneurs:

- Applied for the "Libraries Transforming Communities" ALA grant to help rural libraries better serve people with disabilities (\$10,000). Battenkill Community Services has been identified as our primary audience for the project, and I requested funding for three categories: bringing in artists and experts for programming; adding to our physical collection of books and DVDs, and purchasing sensory appropriate furniture and accessories.
- I have meetings pending with Catholic Charities regarding SNAP benefits and Glens Falls Hospital regarding a cancer services program.
- Emilly has been collaborating with Carolyn Shapiro from Comfort Food, bringing more Edible Education sessions to our regularly scheduled programs. CFC can be an important partner as we work towards more sustainability (both in terms of money and waste) around program food.

#### Place

- See Facilities report
- We'd like to reuse the old sign in the stairwell
- Remember that in January we will be hosting "Messages from Survivors" on our lower level. I will be looking for ways to tidy and make that area better looking and more functional.

#### Preservation

- Sydney and Sandy had a meeting last week to discuss how the Gill Room can be more prominent on our website and on social media.

### OTHER

- Grants Update:
  - In addition to the LARAC (\$3,500) and ALA (\$10,000) grants, I've also applied for a \$1,000 grant from Penguin Random House to be used for physical audio books.
  - Still pending: Mary McClellan Foundation (\$9,022 in multiple installments for AED installation and 2x training). Their website indicates that announcements were made last January, so I expect we'll hear soon.
- Period for Public Expression – No comments.
- Old Business – Food options had been researched and were discussed. Liability concerns regarding subcontractor vs employee status were discussed with our insurance company and resolved.
- New Business – No new business

- Dates of Future Board Meeting Calendar – Next meeting scheduled for January 17, 2023.
- Adjournment – Paul made a motion to adjourn, Teri seconds. Meeting adjourned at 9:22 pm.