

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

JUNE 2023 MEETING MINUTES

Regular Monthly Meeting

Wednesday, June 28, 2023

7:00 pm

Community Room

Attendees: Patrice Abate, Sarah Murphy, Mary Ann Spiezio, Aaron Northrup Sandy McReynolds, Cliff Oliver, KC Scott, Ellen Fronhofer, Marge Maxwell

1. Call to order 7:04 pm
2. Board Action Items
 - a. Approval of proposed May 2023 Minutes (separate document)
Patrice made a motion to approve the May meeting minutes. Ellen seconds. Board approved.
3. Board Committee Reports
 - a. Facilities Committee (Aaron, Dave, Paul, Teri) –
Aaron said that they have requested more letters as well as some numbers and punctuation for the sign. Patrice bought the lighting for Dave to install. Tony will help with the electrical. We will not replace the aluminum pole at this time because of the additional charge for the extra letters. Lisa Hayes did a nice sketch for a pole replacement at some point in the future. Dave will make the existing pole straight and perhaps install an electrical outlet. Sarah thinks the signs at the entrance and exit are making a difference and the temporary signs will now be removed. We need to repaint the arrows. We also need to paint the posts at some point in the future. The ceiling in the Community Room is going to remain as it until we paint the entire ceiling. Sarah reached out to Quinton to clean the exterior and some of the other clean up tasks. Patrice asked if we should purchase a leaf blower. Electrical closet has been cleaned out and organized. Sarah will ask Dave to finish up the picture rail.
 - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Discussed during Sarah’s report.
 - c. Material Review Committee (Cliff, Patrice, Paul) – Nothing to report.
 - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – Acceptable use policy has a link to the internet policy, but the link within that policy appears to be broken. We should take a look at that and see if it should be removed. Do we need more specificity for internet usage? Patrice will look into a folder that contains hard copies of many policies that was given to her.

- e. Board Recruitment (Cliff, Patrice) – Cliff has not reached out to Christian yet, but he will.
- f. Personnel & HR Committee (Mary Ann, Paul) – Annual reviews were supposed to be done in June, but Sarah is behind and they will be done in July. Patrice suggested a monthly coffee hour as an option since staff meeting are too hard. Sarah suggested we do this bimonthly to see if it works and Patrice offered to come in to cover the desk during that time. We agreed to frequent meetings, voluntary, short in duration with an option of coming in via Zoom. Meetings can be recorded and shared with those who were unable to attend.

4. Gill Room Report (presented by Sandy McReynolds, Historian)

FB:

601 Likes

653 Follows (+2)

Requests:

- 2 Family genealogy information (Potter, Rich)
- Article request from 1990 (Cossayuna storm)
- Sheldon’s Girl School information
- Help in finding camp from the 1970s (most likely wasn’t in Washington County, but rather down in Averill Park. The Capital District 4-H camp)

Other:

- Request came in for to the Town of Greenwich from London—but applies more to Gill Room. Photos of Dunbarton Mill for use in documentary, to include “all media, worldwide, in perpetuity.” Sandy will talk to Tony Jordan and Cliff Oliver regarding this request.
- Fire Tour will be rescheduled for a later date due to rain.

Hours: May 17 – June 25, 2023

| Name | Gill Room Hours | Outside Hours |
|-------------|-----------------|---------------|
| Claudia | 3.25 | |
| Wallace | 0 | |
| Roger | 0 | |
| Nancy | 3.25 | |
| Total Hours | 6.5 | |
| Patron Use | 18.5 | |

- 5. Friends of the Greenwich Free Library Update – Book sales are well attended according to Patrice and they will continue throughout the summer.
- 6. Treasurer’s Report – Review of the transaction for the month of May. **Mary Ann made a motion to accept the Treasurer’s Transaction Report. Cliff seconds. Board approves.**
- 7. Library Director’s Report –

Greenwich Free Library - Director's Report to the Board- June 28, 2023

May Statistics: Check outs – 2,742; Borrowers – 420; Holds Satisfied – 508; New Cards Issued – 19; Computer sessions – 174 ; WiFi uses – 488; Cossayuna WiFi – 91; Libby checkouts – 337; Kanopy Plays – 114; Visitors to the library (door count) – 3,271; Community service sessions – 41; Community service attendees – 316; Library programs/events (general) – 28; Library program/events attendees – 389; Early Childhood programs/services – 18; Early Childhood attendees – 389; Volunteer hours - 163; Farm 2 Library participants – 302; pounds of food waste diverted for compost – 570.8

NOTE: I have changed the name of “Overdrive” checkouts to “Libby” checkouts, because although the company is still called overdrive, the app and all other eBook tools are referred to as “Libby.”

STRATEGIC PLANNING GOALS:

Public Promotion

A1 Comprehensive communications strategy:

- Website: Sydney and I have been working on the site map, and we’ve identified what we want on the homepage and what the menus need to include
- Press and PR: Bonnie Hoag, who has run some poetry and writing events here lately has shared her list of local publications with me, so I’m working on expanding our print publication reach for press releases. Sydney has been a huge help in compiling press releases.
- Our newest staff member, Warren, has an extensive writing background and has volunteered to write occasional pieces for our “From the Stacks” Library column in the Journal Press. If any staff member, volunteer, or board member would like to contribute to our column, they are welcome!

A2 Expand patron base; A3 Outreach services:

- The Kindergarten classes visited in early June and many new library cards were given away. Extra thanks to Marge, KC, and Emilly Sargent who helped out with those groups.
- The library represented with enthusiasm at Whipple City, where we signed people up for summer reading and gave away books. We could not have had a presence on Saturday without help from our board and volunteers - thank you! And, thanks to Emilly Sargent and Emily Gates, we also appeared in the parade on Friday. We gave away 100 flyers, advertising our summer programs, attached to seed paper.

Programming

B1 Programs that fulfill patron needs

- Check out our [May](#) and [June](#) calendars to see all the ways in which we are providing programs and providing space to local organizations.

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

- Bringing this up again so that we can create an action point: We need to install a picture rail on the wall where it is missing in the Community Room, and begin hosting art shows again. We have Laurie Myles scheduled for a late September installation.
- Last night marked the first of our Music at the Library series, funded by LARAC. It was a hit! Next date is Monday July 31.
- Writers Reading is on track to become a monthly event.

- Library volunteer and local creator, Valorie Nichols, will be hosting two “Zen Coloring” events at the library in July. These are relaxation art events for teens and adults of all levels.

B3 Anticipate demographic changes, needs, and potential interests of our community by providing creative and unique programs that introduce participants to new ideas or experiences:

- Debut author Caroline Huntoon (*Skating on Mars*, Macmillan 2023) will join us for an author discussion, reading, and Q&A on Thursday July 6 at 7PM. Their book, about a nonbinary figure skater working to navigate grief, friendship, and self-identity, is aimed at 8-12 year olds, and we are promoting the event to readers and writers of all ages.
- To coincide with our Narcan box, we are hosting a training and educational session with Alliance for Positive Health and the Hope and Healing Recovery Community Center. The topic is: **Access Narcan and Resources; Break Stigma; Connect to your community.** This will double as an opportunity for staff and volunteers to receive Narcan training and to open such training (along with awareness and education) to the public. The date will be August 10, 6:30-8:00.

Partnerships

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

- We partnered with three different Main Street building owners to decorate empty storefronts and promote Summer Reading. I have contacts with two more.
- Casa Reyes sold tacos at our Music at the Library event, and it was a big part of why so many people came out.

Place

D3 Enhance outdoor spaces

- Patrice and I have discussed applying for another State Construction grant to enhance our outdoor area. Applications will be due to SALS by September 5th, and then on to the state by the beginning of October.

D2 Building and System Maintenance

- See Facilities report

OTHER

Fundraising

- **Annual Appeal:** We have so far raised \$13,346 towards our goal of \$17,500. [Here is the infographic I have created.](#) Those who feel able are encouraged to share this on social media with a personal pitch. The link to donate is [here](#).
- I would love to get together with a small group, perhaps the fundraising committee, to write personal notes to a handful of people who have given in the past but haven’t given this year.

8. Period for Public Expression –

A letter was received from a patron regarding pride month and it was read aloud at the meeting. The patron asked to be removed from all solicitations for donations. We will respond to her letter thanking her for her opinion, letting her know that we will remove her from our lists and we hope that she will continue to use the Library.

9. Old Business - none

10. New Business – none

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for Wednesday, July 19, 2023. Sara Dallas will be attending our next meeting.

12. Adjournment 8:30 p.m.