

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

MARCH 2023 MEETING MINUTES

Regular Monthly Meeting Wednesday, March 15, 2023 7:00 pm Community Room

Attendees: Patrice Abate, Ellen Fronhofer (virtual), Sarah Murphy (Director), Aaron Northrup (virtual), Teri Pendergrass, Paul Thurston, Dave Wever (virtual), Tony Jordan

1. Call to order 7:00 pm

2. Board Action Items

- a. Approval of Tony Jordan as a Trustee for a term through 12/31/23, to be voted on again at the annual meeting

Patrice makes motion. Cliff seconds. Motion passed unanimously. Board approved.

- b. Approval of proposed February 15, 2023 Minutes (separate document)

Mary Ann makes motion. Cliff seconds. Board approved.

3. Board Committee Reports

- a. Facilities Committee (Aaron, Dave, Paul, Teri) – Teri said we hired Corey Nolan to paint the Community Room. Price includes primer (tinted with the same color as paint) and a couple of coats of paint. He will also clean the light fixtures and vents. He is scheduled for April 29<sup>th</sup> and will purchase the paint as he gets a 20% discount. We have a tax code that Aubuchon should have on file showing that we are tax exempt. Paul suggested around the outlets be washed with Dirtex to remove the human oil before applying the primer. The paint selected is Benjamin Moore Regal, Gray Cloud.

There was discussion regarding grant funding available for the sign and Sarah said that we have around \$7,000 to work with from the grant. Sarah also discovered that we paid \$2,300 for underground electric, which presumably runs to the location of the sign, but the grant application says we will not be using an electronic sign. We cannot claim this expense on the current grant, but we now know we have electricity to the sign. At this time, because the work has not started we do have money left for the sign. We have to submit an amendment to scope, saying we are under budget on the sign and would like to add matching entrance and exit signs and add the installation of lighting for the sign from the

ground. Sarah suggested that we go to Adam, get an estimate for his proposal plus lighting plus entrance and exit signs. Aaron will swing by tomorrow to get pictures and measurements. Dave suggested he might be able to do the work for the lighting. Per Aaron, Adam also has an electrician he subcontracts to, but Dave was an electrician for many years. We would only include lighting instruments if Dave is going to do the electrical and would not include the installation. We have to be careful not to use lighting that is blinding to drivers. Patrice suggested we go to Warren Electric to ask their opinion. Aaron will ask Adam what they suggest. Sarah said we will need that estimate for the lighting fixtures for the amendment. Dave will take this project once we get Adam's opinion and get estimates.

On another topic, Quinton Kapper noticed that one of the trees in between our lot and the bank has fallen onto our property. He took it down for us and suggested there are some other trees we need to take care of. Sarah has asked for an estimate. There was discussion about the property lines and whose side the trees were on, but it appears that they are on the Library side of the line, not the bank side. Sarah also noticed that some branches have fallen from the trees on the town side, but she thinks the town will take care of those. Patrice will mention this to Jim Nolan. We are planning to continue to use Quinton for lawn care and will get a quote for that as well.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Tony stated that he is unable to participate in any fundraising, but his name can stay on the appeal letter. Patrice asked if we should expand our outreach to include people who like our posts on FB. We decided to post something on FB requesting donations and a poster in the Library. Sarah pointed out the change to the match amount due to our very generous anonymous donor and the fact that this was called out in the letter. If Board members want to personalize letters they should let Sarah and Patrice know. All names need to be on the list by Friday and then they will be ready to print.
- c. Material Review Committee (Cliff, Patrice, Paul) – Sarah didn't have a report on the recent book challenge, but asked the Board if they had any questions regarding the process. The policy specifies that while a book is under review it should remain available to the patrons and there is no set time period that we have to review a book and report back. There is a separate process for review of any new books we bring into our collection.
- d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – We need to get forms to Tony and Mary Ann for signature.
- e. Board Recruitment (Cliff, Patrice) – No report on new Board members. Paul watched two webinars from the SALS site and thought maybe one way of getting us to do something with our training is to incorporate it into our monthly

meetings. We could then determine if we need to take any action items based on the training. We will start this in April and Paul suggested we watch the one about how libraries are regulated.

- f. Personnel & HR Committee (Mary Ann, Paul) – Communications Coordinator and Circulation Clerk are our two open positions. Sydney Nichols is more interested in the Communications Coordinator position and Sarah will send her qualifications out to the Board (currently on the drive). It would be a project based position. The first project is the web site and Sydney has already analyzed it as part of a project for her Masters program. Sarah also wants her to develop a communications strategy with a time table and assignment of who does what. This will free up the programmers and Sarah to do other work. The other position, formerly known as the Circulation Clerk, will be a Library Assistant because in addition to circulation duties she would like this person to help everyone with event setup and breakdown. Staff luncheon went very well.

4. Gill Room Report (presented by Sandy MacReynolds, Historian

Sandy not present, therefore no report.

5. Friends of the Greenwich Free Library Update –

First Saturday sale is this Saturday from 10 a.m. to 1 p.m.

6. Treasurer's Report – They have agreed to run a new report, but Sarah doesn't know how to access it. The P&L report for March will be posted along with the transaction report for Q1.

7. Library Director's Report –

**Greenwich Free Library - Director's Report to the Board- February 15, 2023 February Statistics:** Check outs – 2,654; Borrowers – 421; Holds Satisfied – 633; New Cards Issued – 6; Computer sessions – 207; WiFi uses – 403; Cossayuna WiFi – 41; Overdrive checkouts – 336; Kanopy Plays – 78 ; Visitors to the library (door count) – 2,413 ; Community service sessions – 30; Community service attendees – 269; Library programs/events (general) – 13; Library program/events attendees – 269; Early Childhood programs/services – 9; Early Childhood attendees – 168; Volunteer hours - 137; Farm 2 Library participants – 277; pounds of food waste diverted for compost – 304.2

**Statistical highlights and wonderings:** The number for new library cards doesn't look right to me. We get that number for a report through SALS; I will investigate, and also keep track here at the library.

**STRATEGIC PLANNING GOALS:**

## **Public Promotion**

### **A1 *Comprehensive communications strategy:***

- Sydney Nichols will be joining our team as an independent contractor to work on communications projects. The first two projects I have for Sydney are a) to improve the design and functionality of our website and b) to develop a comprehensive communications strategy for the library.
- I have created a description of our current communications procedures including brief self-assessments about how I think things are going and where there is room for improvement.

### **A2 *Expand patron base; A3 Reduce barriers to access:***

- Fines and Fees one-time amnesty for those under 18 is complete. So far, we have raised \$376 to go towards book replacements for this program.

## **Programming**

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

- 50 people attended the March 9 event with Ken Tingley, Wendy Liberatore, and Judy Patrick, a great turn out.
- We had our first Yoga for kids program on 3/22, and three more are scheduled ● The fourth seasonal SoulCollage workshop will take place this Saturday, as will a children's event, Daniel Tiger's Picnic Adventure
- We have received a \$750 grant from Stewart's Holiday Match to go towards Summer Reading. We will use the funding for books and to pay presenters.

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

- We have received grant funding from LARAC for a live music series - Monthly Music at the Library. This project idea was inspired by the success of our September folk program with Dave Wever! More details to come, but the plan is for the first installment to be in May
- Bonnie Hoag will be hosting a poetry writing workshop on April 27

### **B3 *Provide Creative and Unique new programs***

- Trying some new programs in April: Unpacking Back Pain with Felicia of Re-Form Body Coaching (adults) on the 12th; a new after school drop-in program called Gamers Cafe (all ages) Fridays, starting 4/21; Super Hero Party for kids of all ages on April 22nd.

## **Partnerships**

### **C1 & *Local not-for-profits***

- Friends of the Library will host their new Saturday Books Sale this week.
- Representatives from WMHT are collaborating on the Daniel Tiger event

**C3 *New opportunities for mutually beneficial collaboration:***

- I met with Jim Nolan and Pam Fuller last week to discuss the possibility of a collaborative grant-funded project to install geothermal heating and cooling at the library, town hall, and village hall.

**C2 *Local businesses and entrepreneurs:***

- Next week's Zoom event with Bill Richmond of Adirondack Worm Farm is expanding. Both Jim Nolan and Pam Fuller will try to attend, Tracy Frisch will join us to discuss small-town and rural examples of municipal compost programs.
- Victory View Vineyard is donating wine for our Paint & Partake Fundraiser on April 28th (special permit has already been obtained from NYS).

**Place**

**D1 *Using the space we have***

- We will have two public events using our lower level on Saturday: the Book Sale and SoulCollage.
- The small meeting room is being very well used by the Friends. There are still some items there we will need to either move or get rid of.

**D2 *Building and System Maintenance***

- See Facilities report

**Other**

- We will advertise for a 10-12 Library Assistant position this week. The job posting is [here](#).

8. New Business

9. Dates of Future Board Meeting Calendar – Next meeting scheduled for Wednesday, April 19, 2023

10. Adjournment 8:32 p.m.