

Greenwich Free Library
Board of Trustees
Community Room
Wednesday 11/16/2022

November Meeting Minutes

Attendees: Patrice Abate, Ellen Fronhofer, Sandy McReynolds (Historian), Clifford Oliver Mealy, Sarah Murphy (Director), Teri Pendergrass, Mary Ann Spiezio, Paul Thurston (via zoom), KC Scott

1. Call to Order 7:00 pm
2. Board action items
 - a. Approval of proposed October Minutes (postponed) pending changes. These will be emailed to board members to vote electronically once changes are complete.
3. Board committee reports
 - a. Facilities committee (Teri, Paul)
First paint estimate came back at approximately \$2000 which the committee is considering. Teri working on a solution for recessed covers.
 - b. Finance & Fund Raising Committee (Ellen F. & Paul)
Christmas trees are coming - (have arrived as of this reporting). Trees were generously donated by Bob & Joan Jeffords of The Country Peddler Shoppes.
 - c. Policy & Audit Committee (Paul, Patrice)
No report for this month
 - d. Board Recruitment Committee (Patrice, Cliff)
No report for this month
 - e. Personnel Committee (Paul, MaryAnn)
No report for this month
 - f. Strategic Plan Committee Update
Board members received a review copy of the proposed strategic plan. It is largely done with some changes remaining. There has been a request to adopt a new Mission and Core Values for the Library that will be reflected in the new Strategic Plan but also widely used by the Library (website, handbook, etc).
Here is the new text:
MISSION
The Greenwich Free Library creates a welcoming atmosphere, respecting individual rights to privacy and choice. We provide free and open access to literature, information, technology, meeting spaces, and cultural and educational experiences. We engage with people in the Greenwich area to enrich lives and strengthen community.

CORE VALUES
The following values will guide our decision making:

- Accessibility: We work to eliminate physical, economic, cultural, technological and social barriers.
- Sustainability: We ensure stewardship of the Library resources through environmentally sound, socially equitable, and economically responsible practices.
- Intellectual Freedom: We facilitate the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice.

Patrice makes motion to adopt the new Vision Statement and Core Values. Ellen seconds the motion. Board approves.

4. Gill Room Report by Sandy McReynolds (Historian)
16 November 2022

FB: Summary: up.

Despite the lack of posting local history photos and articles for a while now, our Likes have increased by one, for a total of 594. We also have seen an increase in Followers, a total of three new additions for a total of 641.

Now that the over influx of Greenwich history postings have subsided, we will once again begin to post on social media.

Requests: Summary: 3.

Our yearly slump has begun. There has been three request: information on the Greenwich Inn (Bernie Latrell's), photo of an earlier store, and an obituary from 1859-- which enlightened a noticeable gap in the online database of NY Historic Newspapers. Though the site says those years are available (1859 beyond April to 1862), they don't appear. We have the microfilm, and was thus, able to accommodate this request.

Other:

Processing continues on items accessioned throughout this year.

Hours: October 20 – November 16, 2022

Name Gill Room Hours Outside Hours

Claudia	-	
Wallace	5	4
Roger	2	
Nancy	-	
TOTAL HOURS:		
PATRON USE:	2.5	

5. Friends of the Greenwich Library Update

- a. Sending postcards to those who have renewed or become friends in the last few years.

6. Treasurers Report (Ellen Fronhofer)

- a. Awaiting spreadsheet for monthly transactions for both October and November.
- b. Sarah is going to apply for online access to the Glens Falls National bank. This will allow statements to be downloaded from the website on/around the 1st of each month. With this, Marge will no longer need to wait for mailed statements. We will ask Marge to complete the bookkeeping by the second week of each month. This will give Ellen time to review transactions and produce her report prior to the monthly meetings.
- c. Review of proposed annual budget for 2023. We will have a shortfall of income. We have a balance remaining from 2020 and 2021 PPP loans so that money will be used to balance the budget. There is discussion on what our strategy will be going forward. Labor costs account for approximately 60% of our operating expenses. To meet the goals of our new strategic plan, there is a proposal to hire a part-time promotions person (6-10 hours per week). Paul suggests maybe getting an intern to do this work so there would be no cost to the library. There is also discussion on the COLA for the coming year. The board agrees that we need to increase both our grant funding and our charitable donations. Various ways to increase these numbers are discussed. Cliff proposes a Farmer's Without Partners Valentine's Date event. Other ideas are a pet show, pet portraits, a used-sneaker donation drive, a Make Noise in the Library Local Band Event, and a BiblioBall. There will definitely need to be a push to increase funding to offset increased costs of labor, utilities, services, etc. We are going to attempt to increase revenue before we look to cut services (reduce days, hours, etc).

7. Greenwich Free Library - Director's Report to the Board– November 16, 2022

October Statistics: Check outs – 2,847 ; Borrowers – 402; Holds Satisfied – 570; New Cards Issued – 12; Computer sessions – 176; WiFi uses –273; Cossayuna WiFi – 71; Overdrive checkouts – 272 ; Kanopy – 102 Plays; Visitors to the library (door count) – 2990 ; Community service sessions – 33; Community service attendees – 270; Library programs/events (general) – 15; Library program/events attendees – 270; Early Childhood programs/services – 14; Early Childhood attendees – 192; Volunteer hours - 118; Farm 2 Library participants – 263; pounds of food waste diverted for compost – 665.6

Statistical highlights and wonderings: Our Kanopy plays and pounds of food waste diverted were record shattering. Our WiFi numbers were strangely low, and we don't know why. I heard from Argyle Library that their WiFi numbers were also a bit lower than usual. Could cell/data coverage be improving in the village? Did the beautiful fall weather encourage less screen time?

KEY PRIORITIES:

Literacy Education Goal: *Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities*

- Looking back: We had about 39 kids (ages 1 - teens) and 34 adults at our Halloween party, and we gave away about 30 books. We will use what's left over when we host the HS Junior Class for their bakesale on Nov 19th.
- Coming up: The T-rex Tea Party on November 19th and Bluey Holiday Party on December 17th present an opportunity to promote and sign kids up for the 1,000 Books Before Kindergarten program.

Lifelong Learning Goal: *Create innovative learning opportunities for community members of all ages*

Programming updates:

- Looking back: Wildlife Education (11/5) was a great all-ages event, and we'd like to bring Bernadette Hoffman back for a spring program.
Collection Connection (10/27 and 11/10) events were sparsely attended, but we think that there is power and potential in asking our community to become directly involved in materials selection. SoulCollage (10/22) was a hit with about 12 participants (limit was 14), and we are trying to make that a seasonal event.
- Coming up: Meditation & Mindfulness workshop with Michele Ruland 12/10, ages 13+ and adult.
I'll be working at least one 2023 arts programming grant proposal for LARAC, and attending a grant session at the Georgi on November 21
Looking to bring Ken Tingley back in January to promote his new book and to create a panel to discuss the future of local news and reporting.

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.*

- See Gill Room report
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Community Engagement Goal: *Improve service of, integration into and recognition by the community*

- Looking back: The Great Give Back at GFL and Easton Libraries brought in about 105 items, which were donated to the Open Door Mission and to Comfort Food Community. We are considering a permanent winter collection bin, which could also include children's sizes. Recent columns for the *Journal Press* included KC's piece on the library's garden volunteers and our upcoming book recommendations piece, with contributions from the entire staff
- Coming up: Tabletop Tree festival, slow start because we don't have the trees yet. Once we do, I will hit up social media, etc. Raffle will be on December 21
On the afternoon of the Tractor Parade, we are hosting the Greenwich High School class of 2024 for their bake sale from 2-4, which means we'll stay open late that day, hopefully getting both residents and visitors to drop in. Patrice has agreed to help out during that time, and I'll be at the library all day.

Facility Enhancement Goal: *Provide a comfortable and welcoming physical environment that supports our programs and services.*

- The front entrance exterior was cleaned on 10/24, and all inside and outside windows were cleaned on 11/9. What a difference!
- We have an estimate for painting the Community Room, my office, and both bathrooms.

- During our programming break this winter—from about Dec 21-Jan 13—we will be working on cleaning and organization of closets and storage rooms. We will need help and input from the board to help identify what to keep, what to discard, and where to donate and/or sell certain items. I'll keep you posted!

Other

- ALA President Elect, Emily Drabinski, visited our library along with Sara Dallas, SALS director on November 9th. They saw the Lego Club in action, toured both floors, and stayed for about a half hour. Emily was particularly thrilled about our composting program as an example of libraries meeting the needs of the community in unconventional ways.

8. Period for Public Expression

9. Old Business

10. New Business

11. EXECUTIVE SESSION

12. Dates of Future Board Meeting Calendar-Next meeting scheduled for WEDNESDAY
December 21, 2022 at 7:00 pm in the Community Room

13. Adjournment 8:30 pm

Electronically signed Clifford Oliver Mealy and Patrice Abate