


Minutes

Greenwich Free Library Board of Trustees Monthly Meeting  
November 18, 2020 7:00 PM, Virtual meeting via Zoom

**Attendees:** Patrice Abate, Claudia Blackler, Audrey Fischer, Ellen Fronhofer, Walter Grom, Pat Lamb, Naomi Meyer, Annie Miller (Library Director), Sandy McReynolds, Jim Nolan, Teri Pendergrass, Lisa Hayes, Marge Maxwell, Paul Mays, KC Scott, Deb Sgambelluri, Bill Tompkins

Agenda Item	Discussion	Follow-up Required
<b>APPROVE MINUTES</b>	<p>Edit to 10/21/20 minutes. 2<sup>nd</sup> page, \$2200 changed to \$22,000</p> <p>Minutes approved without edits for the 8/19/20 meeting.</p> <p>Motion: Walter Second: Ellen</p>  <p>October 21, 2020 GFL Approved Minutes.d</p>	
<b>REPORT FROM ARCHITECTS REGARDING RENOVATION PROJECT</b>	<ul style="list-style-type: none"> <li>- Lisa Hayes and Paul Mays of Butler Rowland Mays Architects, LLP were in attendance. Lisa Hayes presented the results of the bid process regarding the upcoming renovation. 7 contractors reviewed the project and 5 submitted bids. Hoosick Valley Contractors (Jim Griffin, Principal) was the low bidder at \$199K. We were looking for bids under \$210K so this was a strong bid. Renovation to being 1<sup>st</sup> or 2<sup>nd</sup> week in January. Butler Rowland Mays have worked with Jim Griffin on previous library renovations including the Galway Library renovation. He is vetted and understands the COVID-19 protocols. He will create a comprehensive plan pre-construction.</li> <li>-The staff had expressed concerns at the prospect of working in the basement during the renovation due to ventilation issues. As such, the board had considered closing the library during construction. Lisa Hayes and her team offered the suggestion of using the Community Room during the renovation as it is NOT being used for programming. Poly sheets will be used to separate work areas from public areas and create pathways.</li> <li>-Target completion date of April 12, 2021.</li> <li>-Lisa Hayes and Paul Mays answered many questions from the public (staff) pertaining to the renovation and the safe operation of the library during the project.</li> </ul>	<p>-Letter of intent to be signed and returned to Hoosick Valley Contractors</p>

	<p>-Board votes to accept the proposal made by Hoosick Valley Contractors and send letter of intent. Motion: Walter Second: Teri</p>	
<p><b>PUBLIC COMMENTS</b></p>	<p>Q: What is the protocol when solvents or noxious substances are used during the renovation? A: (From Paul Mays) A 24 to 48 hour warning will be given in advance of such a solvent or substance being used. Lisa Hayes notes this particular renovation does not call for any such solvents or substances. Both note that a material safety data sheet (MSDS) will be on record on site.</p> <p>Q: Is there a possibility the library will need to close during the course of the project? A: There is a possibility where the library may need to close for short periods (1-2 days) during the course of the renovation. Board member, Naomi Myer, makes the point that when possible, we should let the public know in advance to minimize disruption.</p> <p>Q: Have other libraries stayed open during renovation projects similar to this one? A: Yes. Most libraries manage to keep the site open to the public during renovation. The cost of moving library services to an alternate location is very costly.</p> <p>The director brings up the staff concerns about COVID-19 protocols, air quality, safety, etc. Lisa Hayes reiterates that the Community Room is a good solution for a space where the staff can work safely. It has windows that provide ventilation and natural light. It is not being used for community programming because of COVID-19 restrictions. Collection will be housed in the basement. We will need to find an alternate location to house returned books that are “held” before being reshelved.</p> <p>Capacity in the Community Room is capped at 25% occupancy (20 ppl). Engineers from Butler Rowland Mays have said the use of the Community Room is a good solution per Lisa Hayes.</p> <p>Board member, Walter Grom, thanks Lisa Hayes and Paul Mays for their participation. He reiterates the fact we are fortunate to have them in our community and working on this project.</p>	

<p><b>COMMITTEE REPORTS</b> <i>Building Committee</i></p>	<p>-Annie and members of the building committee visited Common Roots Brewing Company to look at woodwork. -Discussion of packing and moving in advance of the renovation. Bill Tompkins will look at the schedule and Dan Fischer will hire the workers/company to complete the move. Word will come from Bill who will contact Dan. -Annie and the staff will be responsible for arranging what is packed, how it is packed, etc—so staff has access to what they need during the renovation. -Estimate that this will require 5 weeks of planning. Discussion of furniture being placed in a POD on the back of the property.</p>	<p>-Bill Tompkins to let Dan Fisher know dates/details of the move.</p>
<p><i>Board Recruitment Committee</i></p>	<p>-Kristen Parillo has resigned from the board. -Jim and Annie have spoken to a possible future board member who may attend a board meeting. She is not available now but may be interested in the future.</p>	
<p><i>Marketing &amp; PR Committee</i></p>	<p>-Naomi suggests we do not conduct our annual appeal now but instead wait until February. The letter has been started (Pat) and a good base for it exists. Naomi makes the point that it is too late in the year at this point, and would not arrive until the December holidays. Other organizations have already sent their letters. Naomi has researched this and many organizations do fundraising in February. -Majority of the board agrees with Naomi. -Naomi is frustrated that she is on this committee, as well as the fundraising committee, but was not aware of the status of the letter. She mentions that she previously worked on the letter but it was taken from the board and moved in-house.</p>	<p>-Have copy of the annual appeal letter ready for review for next board meeting.</p>
<p><i>Policy Committee</i></p>	<p>-Nothing new since last meeting.</p>	
<p><i>Finance Committee</i></p>	<p>-An additional \$2100 has come in since the last meeting towards the match.</p>	
<p><i>Events Committee</i></p>	<p>-No new events planned.</p>	
<p><b>FRIENDS REPORT</b></p>	<p>-The Friends approved a \$1000 contribution to the library. -There are no public sales planned.</p>	
<p><b>GILL ROOM REPORT</b></p>	<p>Gill Room Report November 18, 2020</p> <ul style="list-style-type: none"> <li>• FB: 541 Follows; 516 Likes <ul style="list-style-type: none"> <li>○ Though a post was made on Veteran’s Day—as I didn’t have photos with it, the dialogue did not attract many views or likes.</li> <li>○ Trying to post anything educational beyond a sentence or two has not proved to be</li> </ul> </li> </ul>	

	<p>beneficial. Visuals is what the audience likes—not reading.</p> <ul style="list-style-type: none"> <li>• Two requests—house history and family genealogy.</li> <li>• I’ve collaborated with Jen and Emily on creating some marketing material for the library (non-Gill Room related)</li> <li>• I also reverted to my original form last week for DiNovember participation and became a T-Rex for a couple hours.</li> </ul>	
<b>MONTHLY FINANCIALS</b>	<p>-Monthly financials approved. Motion: Walter Second: Teri</p>	
<b>TAX-CAP DECISION</b>	<p>-Library considering the amount that will be requested for the next tax levy. Since we did not ask for the full tax levy in 2020 we have a “carryover” amount that we could ask for in addition to the 2021 levy. Discussion on whether we should ask for the carryover amount in addition to the FYE 2021 amount. Jim suggests that we ask for the full amount and the carryover amount. Our funding has been impacted by the town funding. The board agrees. -Motion to ask for the full FYE 2021 amount plus the carryover amount. Motion: Patrice Second: Walter</p> <p><a href="#">Tax Cap Options.pdf</a></p>	
<b>TAX ACCOUNTANT CONTRACT</b>	<p>-Library will move its accounting services to Cusack &amp; Company Certified Public Accountants LLC of Latham, NY. –Motion to accept the Letter of Intent for Cusack &amp; Company. Motion: Audrey Second: Claudia</p> <p><a href="#">Accountant Contract.pdf</a></p>	<p>-Notify Dana Clark that we will discontinue payroll and accounting services. -Return signed contract to Cusack &amp; Co.</p>
<b>PAYROLL CONTRACTOR</b>	<p>-Library will look to use a payroll service company starting January 2021. Quotes were obtained for two national companies, ADP and Paychex. Annie determined that Paychex is the less-expensive option. -Motion to accept the Paychex proposal to hire Paychex as our payroll provider beginning January 2021. Motion: Walter Second: Audrey</p>	<p>-Notify Paychex that we will begin using them. Gather necessary paperwork/forms from employees.</p>
<b>LIBRARY DIRECTOR’S REPORT</b>	<p><b>Greenwich Free Library - Director’s Report to the Board– November 18, 2020</b> <b>Financial:</b></p>	

<p>(Annie)</p>	<p>Town Board's approved budget includes \$25,000 for the library.</p> <p>Ellen Fronhoffer and I developed a second draft of a 2021 budget to be discussed and possibly voted on at the November board meeting.</p> <p>NY State has a new law requiring paid sick leave for all employees at companies with more than 5 employees. Our current paid time off (PTO) system provides more than the required one hour of sick time per 30 hours worked. There are reporting and other adjustments to make, but I don't think we need to change the amount of time we are allotting.  Ex: Working 15 hours/week: NY State: 12 hours annual paid sick time/ Greenwich PTO: 30 hours annual</p> <p>I met with Bob Jeffords to go over the Accountant contract and clarify the requests. He also advised that a board member should be signing all checks and other financial documents.</p> <p>Grant request to Glens Falls Foundation was rejected. Submitted \$20,000 grant request to the Solomon Foundation for Building project.  Received \$1,850 in donations for the Building Project</p> <p><b>KEY PRIORITIES:</b>  <b>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</b>  Jen has had some takers for her one-on-one Zoom training.</p> <p><b>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.</b></p> <p><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b>  Ask me about Dinovember! Stem Saturdays. T-rex Tea Party.  Online Storytimes continue to be popular.</p> <p><b>Community Engagement Goal: Improve service of, integration into and recognition by the community</b></p>	
----------------	---	--

	<p>The staff has initiated a project to improve our wireless printing service and include wireless faxing.  Work on “Little Greenwich Free Libraries” continues  Exploring a delivery by mail option.  The “read-a-thon” in conjunction with the local Marines’ Xmas toy drive is up and running  Cossayuna wifi booster update.  Distribution of school materials has been consistently used.  Halloween programs were filled and successful. People loved the pumpkin contest.  Chromebooks and hotspots have been purchased and prepared to check out.  We have had several people use the meeting rooms as workspaces.</p> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b>  Report of the Building Committee  I am seeking clarification as to who will engage and direct the folks who will be doing the breakdown and reset.  Weeding continues</p> <p><b>Other:</b>  I would like clarification about who will be the contact for the structural reorganization process.</p>	
<b>REVISED BUDGET</b>	<p>-Town agreed to increase contribution for \$22K to \$25K.  -Board votes to approve proposed 2021 Budget.  Motion: Walter Second: Claudia</p>	
<b>OLD BUSINESS</b>	<p><b>COVID-19 SAFETY PLAN AND STATUS OF SERVICES</b>  -Discussion of changing from fully opened to curbside only as cases of COVID-19 increase in the Capital Region.  Director would like to continue providing as many services to patrons as possible. She notes that patrons are often in need of indoor space (and wifi) and it will be impossible to provide this should we switch to curbside only.  -Director suggests following the NYS Dept. of Health color-zone mapping. This would mean we would be fully opened when our zone is yellow, curbside when our zone is orange, and closed to the public should our zone be red.  -Several board members would prefer we go to curbside immediately for the protection of our staff and the community. After much discussion, the board votes to not go to curbside immediately. Instead, Ellen offers a motion</p>	

	(Walter seconds) to limit the library to 7 patrons at any one time. This would put our overall capacity at 10 (including staff). Also, the library will switch to curbside should Washington County move to a designation of orange OR should the board vote to make the move to curbside. -This motion is approved 6 to 2.	
<b>NEW BUSINESS</b>	-Board agrees to hire Jennifer Amstutz of J.A. Strategies, LLC to assist for director/staff issues that have come to light in recent months.	
<b>MEETING MOVES TO EXECUTIVE SESSION</b>		
<b>MEETING CONCLUDED 9:45 P.M.</b>		

Minutes signed: Patrice M. Abate