


Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
December 18, 2019, 7:07 PM, Community Room

Attendees: Patrice Abate, Claudia Blackler, Audrey Fischer, Ellen Fronhofer, Walter Grom, Pat Lamb, Sandy McReynolds, Cliff Mealy, Naomi Meyer, Jim Nolan, Kristen Parillo, Teri Pendergrass, Annie Miller (Library Director)

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	Minutes approved without edits for the 11/20/2019  Approved Minutes meeting. 11-20-19 Library Board	
COMMITTEE REPORTS <i>Building Committee</i>	<ul style="list-style-type: none"> -Discussion of using basement level of library to allow entire 1st floor to close and increase speed of renovation. Discussion needed on what we could keep going (what programs and services we could offer during the renovation). -Will check with Lisa on the cost of hiring a library moving company. -\$11K will be added to the building fund due to investment income. 	
<i>Events Committee</i>	<ul style="list-style-type: none"> -The previously scheduled Paint & Partake will be rescheduled to early March. -Naomi raises concerns that the events committee (and the board in general) is being asked to do fund raising in the community. Same people that give to the annual appeal are the focus of fund raising efforts. Also feels that there is a conflict with partnering with local charities b/c library is taxpayer funded. Would prefer fund raising to be for a specific purpose. 	
<i>Fund Raising and Finance Committee</i>	Naomi references this committee (in her events committee report) but it did not officially meet.	
<i>Gill Room Committee</i>	Did not meet.	

<i>Marketing & PR Committee</i>	Did not meet.	
<i>Policy Committee</i>	Continues to write and amend policy. Several policies will be voted on by the board during this meeting.	
PUBLIC COMMENT	No public present.	
GILL ROOM REPORT (Sandy)	<ul style="list-style-type: none"> • December 2018: FB: 188 followers, 174 Likes December 2019: FB: 500 followers, 480 Likes • Purchased two new computers for the Gill Room to replace our current two, one that is Windows XP, the other a Windows 7. The Windows 7 is operational, but the XP was not. • Yearly totals are down as we were shut down for nearly three months this summer. • Final shipment of 35 archival binders was received, that will complete our grant allotment. These new housings will replace our old, decrepit, non-archival binders. • A map has been placed in the Gill Room (near the awesome rolling bookcase) to help patrons and volunteers to find the areas they need. Another sign has been added near the copier stating the cost per page. Additional signage will be added near the microfilm reader. • Update on the Journal digitization: we sent out 4 boxes to Biel's (In April) to be digitized: 2013-2017 newspapers and 4 bound volumes of the newspaper The Commonwealth. The papers are on the table now being worked on—the grant goes until June 2020 and they assure me they will have the job complete before then. 	<p>-Will arrange training schedule for staff and volunteers in the new year.</p> <p>-Reapplying for digitization grant that would help with actual process of digitization (man hours, labor, etc).</p>

Hours: Nov. 16 – Dec. 17, 2019


Name	Gill Room Hours	Outside Hours
Claudia	7.5	
Wallace	10	10
Mary Lou	-	
Roger	14	4
C.J.	-	
Nancy	5.25	
TOTAL HOURS:	36.25	
PATRON USE:	5.75	

Hours: Yearly total 2019








Name	Gill Room Hours	Outside Hours
Claudia	88.75	10
Wallace	98	35
Mary Lou	16	
Roger	126.75	69
C.J.	10.25	
Nancy	50.5	
TOTAL HOURS:	390.25	114
PATRON USE:	64	

FRIENDS REPORT
(Audrey)

-Next book sale will be Thursday 1/2/2020.
 -Officers meeting held. No president was nominated for the Friends.
 -Anyone interested in assisting the Friends can help by showing up on Thursdays when they shelve books. Shelves are almost full.

<p>MONTHLY FINANCIALS</p>	<p>Monthly financials approved.</p>  <p>Nov 2019 Financials.xlsx</p>	
<p>LIBRARY DIRECTOR'S REPORT (Annie)</p>	<p>-As of 12/17/2019, annual appeal has raised \$5773.27 towards the \$10K goal. Annie is going to create a “thermometer” in library to show progress of the appeal. -Suggestion made to list full board on annual appeal letter next year.</p> <p style="text-align: center;">Greenwich Free Library - Director's Report to the Board– December 18, 2019 Annie Miller</p> <p>SALS: Figures for November: New cards issued –0/ Borrowers – 444/ Patrons – 3,445/ Holdings -26,435/ Check outs – 2,803/Holds filled - 695/ Items added – 108/ WiFi clients 385/ Computer usage 351 sessions / Door Count 3,173/ Staff hours – 415.5 Annie –110 Volunteer hours 140</p> <p>Financial:</p> <p>Programs now have fixed budgets, can we get prepaid cards for staff to purchase supplies not ordered online?</p> <p>Annual Appeal as of 12/18 TBA</p> <p>KEY PRIORITIES: Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</p> <ul style="list-style-type: none"> • Better Readers Partners is on hiatus. Our promising start did not pan out. SALS is organizing a meeting of Adult Literacy providers in early 2020. We hope to be able to support other programs until we can reorganize. 	

	<p>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.</p> <ul style="list-style-type: none"> • Submitted a grant application to fund digitizing help for our collection and for the community • Met a local woman who works for a scanning company in Watervliet – possible deals on equipment. <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <ul style="list-style-type: none"> • Publishing, Planning for Future Care, Medieval Demonstration, Power of Attorney and Guardianship, <p>Community Engagement Goal: Improve service of, integration into and recognition by the community 1082 Facebook followers</p> <ul style="list-style-type: none"> • Gift Wrapping • Mah Jongg club <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>Community rooms count: 701 Building Committee Report</p>	
PROPOSED 2020 BUDGET	-Changes to proposed budget from November meeting have been made.	

	<p>-Board accepts and approves the 2020 budget</p> <p>-Foundations looking for 100% board participation in giving. Jim is willing to match all donations to annual appeal given by board members up to \$1000.</p> <p>-Thank you note created and signed for anonymous donor for generous support of library in 2019.</p>	
<p>PROPOSED POLICIES FOR VOTE</p>	<p> </p> <p>Authorization for Material Cash Management Purchases and Policy.docx</p> <p></p> <p>Greenwich Free Library Debit Card Policy</p> <p></p> <p>Greenwich Free Library Disposition of Surplus</p> <p></p> <p>Greenwich Free Library Gifts and Donations</p> <p></p> <p>Greenwich Free Library Investment Policy</p> <p></p> <p>Greenwich Free Library Petty Cash Policy</p> <p>-Board votes on and approves the following policies without changes:</p> <p>-POLICY FOR RECEIPT AND DISBURSEMENT OF FUNDS (CASH MANAGEMENT POLICY)</p> <p>-AUTHORIZATION FOR MATERIAL PURCHASES AND SERVICES TO BE PERFORMED</p> <p>-GREENWICH FREE LIBRARY DEBIT CARD POLICY</p> <p>-GREENWICH FREE LIBRARY DISPOSITION OF SURPLUS PROPERTY POLICY</p>	<p>-Discuss revisions to the following policy: AUTHORIZATION FOR MATERIAL PURCHASES AND SERVICES TO BE PERFORMED</p>

	<p>-GREENWICH FREE LIBRARY GIFTS AND DONATIONS POLICY -GREENWICH FREE LIBRARY INVESTMENT POLICY -GREENWICH FREE LIBRARY PETTY CASH POLICY</p> <p>The following policy will be looked at and (possibly) revised and will be voted on at the next monthly board meeting: -AUTHORIZATION FOR MATERIAL PURCHASES AND SERVICES TO BE PERFORMED</p>	
JANUARY RETREAT	<p>-Board retreat will be January 26, 2020 from 12:00-4:00. Location? Likely library but Walter will look for alternative retreat space.</p> <p>-Focus of retreat will be where we want to be in 5 years. We are halfway through the strategic plan so we will look at this and make plans for the future.</p>	-Walter looking for location for board retreat.
HONORARY BOARD CONSIDERATION	Bob Jeffords has agreed to be an honorary board member. Bob is approved as honorary board member.	-Add Bob's email to distribution list.
LIBRARY DIRECTOR EVALUATION	<p>-Board meets to evaluate the performance of the director and discuss contract for 2020. Sandy McReynolds leaves the meeting and no public is present. Annie leaves the meeting as the board has this discussion.</p> <p>-For 2020, board president will send out a copy of the evaluation prior to the meeting for board members to review and familiarize themselves with the questions/criteria of evaluation.</p> <p>-Board agrees to contract for director for 2020 but will coordinate on specific parts of evaluation because board members were not familiar with the evaluation criteria. Jim (and</p>	-Jim to email copy of evaluation form to board.

	possibly board members) will meet to discuss with Annie.	
OLD BUSINESS	None	
NEW BUSINESS	None	
MEETING CONCLUDES 8:45 p.m.		

Minutes signed: Patrice M. Abate