

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
September 15, 2021 7:00 PM, Greenwich Free Library

Attendees: Patrice Abate, Claudia Blackler, Audrey Fischer, Walter Grom, Ellen Ketchum, Annie Miller (Library Director), Jim Nolan, Teri Pendergrass, Dave Wever

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 08/18/2021 MINUTES. <i>Teri makes motion. Claudia seconds. Board votes yes.</i>	
COMMITTEE REPORTS <i>Finance Committee</i>	Did not meet.	
<i>Board Recruitment Committee</i>	Did not meet.	
<i>Building Committee</i>	Punch list is complete. There is an issue with the floor failing in two specific places. The project manager is coming to investigate. No quote yet for additional shelving.	
<i>Fund Raising Committee</i>	Will look to have letter complete to sign and mail for annual appeal at the November meeting. Board members to try and come up with 10 names each for the October meeting. Jim will contact Pat to get letter and also will get photos to feature in the letter. Aim to get letters out in November.	-Jim to contact Pat Lamb about first draft of letter and get pictures to feature in the letter.
<i>Events Committee</i>	Great Give Back event will begin in October. Event will focus on collecting NEW cold-weather items (hats, mittens, gloves, socks) for homeless shelters for adults and teens in Warren and Washington County.	
<i>Policy Committee</i>	Did not meet.	
FRIENDS REPORT	9/2 was first sale. Very well attended. Sales will run on a regular basis on 1 st Thursday of each month. Prices are very low in an effort to move inventory of which there is an abundance.	
GILL ROOM REPORT	Gill Room Report <u>August & September 15, 2021</u>	

FB: 568 Likes (+2)
599 Follows (+3)

Requests:

- Mowry family genealogy, house photos
- Bible records for Olive Whipple & James Tafft
- Home for Aged Women history
- Amusement ride photos
- Yearbook photo search

Meetings/Programs:

- Met with Karen Sheldon, who is researching the history of the Home for Aged Women
- AARCH to work on tour plan
- Met with Sue Barwig, who was seeking a graduate photo from the 1940s
- Met with Keith Arbur, researching the Mowry family
- Met with Michelle Isopo (Schuylerville Library) twice—GR tour and @ SL

Notes:

During the meeting with Keith Arbur, he noticed the Robert Lowber painting and took a liking to it. He has contacts that deals with old paintings and military history, and is having them look into finding out the uniform Lowber is wearing.

Hours: July 16 – September 11, 2021

Name	Gill Room Hours	Outside Hours
Claudia	25.75	
Wallace	14.5	8
Roger	16.5	15
Nancy	17.5	
TOTAL HOURS:	74.25	23.00
PATRON USE:	18.75	

<p>MONTHLY FINANCIALS</p>	<p>MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Audrey makes motion. Teri seconds. Board votes yes.</i></p>	
<p>LIBRARY DIRECTOR'S REPORT (Annie)</p>	<p>Greenwich Free Library - Director's Report to the Board - September 15, 2021</p> <p>Statistics: Check outs- 2,470; Borrowers -230; Holds Satisfied – 548; New Cards Issued– 1; WiFi uses 395; Public Computers – 156; Overdrive checkouts – 333; Kanopy – 24 single plays/1 preK series</p> <p>Financial:</p> <p>KEY PRIORITIES: Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</p> <p>Summer Reading finished up with small participation numbers, as expected. We were pleased to have a few new families get involved this year.</p> <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> <p>Gill Room report</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>The third Art for All with Hannie Eisma Varosy class is scheduled for September 19th.</p> <p>I am speaking with LARAC about the status of our 2020 grant. Plans to finally hold the dance this fall have had to be shelved due to the rise in COVID cases.</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>We will be hosting an intern from Greenwich HS – Noah Grimke. Lynne and I are scheduled to meet with him and his assistant on 9/15 after school.</p> <p>Osteo Exercise is scheduled to begin again on 9/16</p>	<p>-Jim to invite Sarah Douglas from SALS to November meeting.</p>

	<p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>Room reservations are now online. For the time being, at least, Emily is managing our account.</p> <p>The copier and the flooring were the last items to go.</p> <p>The final bills are coming in for the renovation. As I reported last month, it looks like we will be are \$9,656.47 over our original budget of \$380,979.00. There is still an issue with the flooring and we have some wrong-sized shelving that I am trying to get right-sized.</p> <p>I will be getting the small meeting room emptied, so the shelves that are currently ion the Community Room can be moved in the next couple of weeks.</p> <p>We need to fill in some positions on our Disaster Plan: Recovery Coordinator, Recorder and Work Coordinator</p> <p>Transition:</p> <p>I have been in contact with SALS about transferring files in the cloud and emails to the new director.</p> <p>I am creating a dummy Facebook account to serve as a placeholder – the Library account must be associated with a personal account.</p> <p>I have been getting Emily familiar with our online resources – website/room booking etc. The new director may wish to take these back but I want someone computer savvy to keep things running during the transition.</p> <p>Other:</p> <p>Still no word on the rental house lawsuit.</p> <p>I will be meeting with our new staff members next week for their 3 month evaluations. I plan to give both of them very good reviews.</p>	
PUBLIC COMMENT	Two staff members present. K.C. and Ellen both attended the meeting.	

OLD BUSINESS	No old business.	
NEW BUSINESS	Discussion on tables that now need repair after being used to move collection to basement. Several are loose or not working in meeting space downstairs. Need to find the tool to repair the tables.	
MEETING MOVES TO EXECUTIVE SESSION 7:35 PM		
MEETING CONCLUDED 8:25 PM		

Minutes signed: *Patrice M. Abate*