

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

FEBRUARY 2024 MEETING MINUTES

Regular Monthly Meeting

Wednesday, February 21, 2024

7:00 pm

Community Room

Attendees: Patrice Abate, Mary Ann Spiezio, Teri Pendergrass, Sandy McReynolds, Ellen Fronhofer, Sarah Murphy, Christine Richards, Dave Wever, KC Scott (Library Employee), Marge Maxwell (Library Employee)

1. Call to order 7:05 pm
2. Board Action Items
 - a. Approval of proposed 2024 Annual Meeting Minutes (separate document)
Dave made a motion to approve the Annual meeting minutes. Christine seconds. Board approved.
 - b. Approval of proposed January 2024 Minutes (separate document)
Teri made a motion to approve the January meeting minutes. Dave seconds. Board approved.
3. Board Committee Reports
 - a. Facilities Committee (Aaron, Dave, Paul, Teri) – Aaron did some minor repairs, including to the folding tables, since our last meeting. Door stop in one of the bathrooms is broken and needs to be fixed. Teri observed how the osteo group uses the space due to the concerns of built in cabinetry. They do, in fact, use the entire space. Patrice mentioned that anytime something is noticed that needs to be fixed to reach out to the entire facilities committee. Dave reported that the soundbar has issues when connected as HDMI, you can't control the volume. He will continue to work with tech support to make sure it is working properly.
 - b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – All attendees received a copy of the annual appeal letter that Sarah prepared. The Fundraising Committee will meet at 4 pm on Monday, February 26th to finalize the letter. The Board of Trustees will meet at 6 pm, before the next monthly Board meeting (3/20/24), to prepare the envelopes for mailing. Patrice, Paul and Sarah met to discuss the presentation regarding the Library funding change and Patrice shared their notes with all of the Board so that they are prepared if anyone asks why we are changing our funding. The actual increase in funding is a little over \$3,000, just over 1%. It is mostly just a change in the funding source. Sarah stated that the Easton Library does not want to be involved in any of these conversations and all questions regarding their library funding should be directed to them. They are, in fact, separate propositions. We will also have a one page flyer linked on our web site. A meeting is scheduled for 3/11 to present the information. It is requested that anyone on the Board of Trustees attend if possible.

- c. Material Review Committee (Cliff, Patrice, Paul) – No report
 - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – The Committee still needs to review the internet policy. They will do this at the meeting of the Fundraising Committee on February 26th since the Committee members are meeting already for Fundraising.
 - e. Board Recruitment (Cliff, Patrice) – Sarah mentioned that while preparing the annual report to the state she noticed in our by-laws that we have eleven potential board seats and only ten are voting seats. No action needed, just informational for the Board as we are currently at ten members.
 - f. Personnel & HR Committee (Mary Ann, Paul) – Paul and Mary Ann reviewed the new independent contractor regulations relative to Sydney. Neither felt it was an issue to continue to pay her as a contractor under the new regulations.
4. Gill Room Report (presented by Sandy McReynolds, Historian) – Sandy has been very busy with a number of requests, including information on the Mowry family house, the old post office building and Irish in the area. She was also asked to look up the Fitch Manuscript and had obituary, business and genealogy questions. KC, Ken and Sandy have been asked to do a presentation on the Lime Kiln to the Washington County Historical Society in August.
 5. Friends of the Greenwich Free Library Update – No report
 6. Treasurer’s Report – Transaction detail report was reviewed.

Dave made a motion to accept the Treasurer’s Transaction Report. Teri seconds. Board approves.

7. Library Director’s Report –

January Statistics: Check outs – 2735; Borrowers – 452; Holds Satisfied – 635; New Cards Issued – 19; Computer sessions – 182; WiFi uses – 581; Cossayuna WiFi – ; Libby checkouts – 424; Kanopy Plays – 90

January 2023/2024 programming and space use comparison:

	Visitors to the library	Community space use	Community attendees	Library program (General, Adult, Children’s, Teen)	Library program and event attendees	Early Childhood programs (Targeting 0-5)	Early Childhood program attendees	Volunteer hours	Farm 2 Library participants	Pounds of waste diverted
January 2023	2759	23	267	14	193	5	88	134	179	377.4
January 2024	3427	67	447	28	557	7	196	157	282	575.6

STRATEGIC PLANNING GOALS:

Public Promotion

A2 Expand patron base A3 Outreach

- Resource Fair for Immigrant Families in Saratoga is on Wednesday March 13, and we'll be partnering with the Argyle library. I'd like to prepare library card applications and our services brochure in a Spanish language version.
- The Grade 8 GCSD visit occurred at the end of last month, and it was fantastic. A handful of kids renewed their library cards, and at least two more signed up.

Programming

B1 Programs that fulfill patron needs

- Current and upcoming programs and events can be found here.
- We've had several well-attended events for families and all ages in February so far, thanks to Emilly and Kimberly. Highlights: Lunar New Year was a hit, and will likely become a yearly celebration. The Clifford party was a great collaboration with WMHT. Larger than normal turnout for after-school cinema yesterday, so this encourages us to try more daytime programs during school breaks
- Coming up:
 - All about Loons this Saturday at 11:00 - this is the first of our collaborative series with Southern Adirondack Audubon Society.
 - Yoga for Kids (ages 2-5) is back one Wednesday a month, Feb - April
 - After-School Studio (12+) presents Ukranian Egg Painting with local artist Chris Levy on March 19
- We have had a request for fire prevention and fire safety workshop(s), looking for input about what audience we should focus on.

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

- Musician Kristoffer Andrew Ross and special guest Michael Raffel will present an evening of traditional folk music at 6:30pm on Thursday, March 7

B3 Anticipate demographic changes, needs, and potential interests of our community by providing creative and unique programs that introduce participants to new ideas or experiences:

- I've talked with local End-of-Life Doula Barbara Price about a series of workshops on the subject of "Aging in Community." She is looking for grant money.

Additional information on children's programming was provided to the Board in a separate report provided by Emilly and Kimberly.

Partnerships

C1 Local not-for-profits

- The library was awarded a \$10,000 grant as part of American Library Association's "Libraries Transforming Communities" program. Our application highlighted Battenkill Community Services as the target population for this grant. We proposed funding materials, programming, and sensory-friendly furniture and accessories that will benefit our patrons from BCS as well as the wider community of children and adults with disabilities.
- I have also agreed to serve on BCS's board, which should help to make this relationship even stronger
- Our friends at the Greenwich Youth Center will be using the Community Room in March for a youth art show.

Place

- See Facilities report
- Lisa Hayes came by last week to do some additional measurements and show me her most recent drawings. She has established that the idea to move the kitchen and create a new storage closet are feasible. This is reflected in the new drawings. No decisions have been made about what, if any collections can/should be moved downstairs.

Preservation

- See Gill Room report

OTHER

AED update: We received the AED, purchased with grant money through the Mary McClellan Foundation. Our training options (with Susan Landry of the Easton Greenwich Rescue Squad) are:

- AED and CPR training, \$20 per person
- Just AED, \$30 for the class

We had discussed offering this training beyond our staff, but given that we did not receive grant money for training, I think that we should concentrate just on regular library staff. At around the time training occurs, we'll need help from the facilities committee to install the cabinet and AED.

8. Period for Public Expression – No comments
9. Old Business – No old business
10. New Business – Sarah has prepared the annual report for NYS and she asks that all of us on the Board review the report. **Patrice made a motion to approve this report conditionally , Dave seconds. Board approves.**
11. Dates of Future Board Meeting Calendar – Next meeting scheduled for March 20, 2024.
12. Adjournment – Patrice made motion to adjourn, Teri seconds. Meeting adjourned at 8:08 pm.

Digitally signed by Mary Ann Spiezio