## Minutes

## Greenwich Free Library Board of Trustees Monthly Meeting January 20, 2021 7:35 PM, Virtual meeting via Zoom

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

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 12/16/2020 MINUTES WITHOUT EDITS. <i>Teri makes motion. Audrey seconds. Board votes yes.</i>	
UPDATES REGARDING RENOVATION PROJECT	First floor of library has been emptied with the exception of a couple of pieces of furniture. The building permit arrived on 1/20/2021. Discussion of whether project is on budget or over budget as some savings were realized by not having an outside party remove shelves and perform storage. Despite that savings, the project is approximately \$36K over budget. Discussion on need to move funds from the general fund to the construction fund.	
COMMITTEE REPORTS Building Committee	(See above)	
Board Recruitment Committee	Audrey is preparing to ask someone if they have interest in joining the board. Jim stresses that all board members should be thinking about potential board members in our community.	
Fundraising Committee	Pat has the letter for the annual appeal. It will need to be modified slightly due to the delay in sending it. Naomi thinks members of the board should all be listed on the letters.	-Pat to have letter ready for February meeting.
Policy Committee Finance Committee	Committee working on sick leave policy. Did not meet. Discussion on first-round PPP funding and whether application for forgiveness has been submitted. It has not. GFN is working to get the portal open on its website. Discussion on second-round PPP funding. Library would likely qualify if gross profits were less in a quarter/multiple quarters in 2020 as compared to 2019.	
Events Committee	No new events planned.	

FRIENDS REPORT	Friends group needs to check on check with Wallace on donation made to GFL.	-Check on status of check w/
GILL ROOM REPORT	<ul> <li>Gill Room Report January 20, 2021</li> <li>Facebook: 536 Likes; 561 Followers <ul> <li>Posts that have a photo with a vehicle somewhere in the shot seem to do better on average.</li> </ul> </li> <li>Plastic has been laid to cover a majority of the surfaces in the Gill Room. Tried the doors, but couldn't make that workable. So will leave the doors exposed for now. <ul> <li>Pocket door still needs to be adjusted so it locks.</li> </ul> </li> <li>Donations: <ul> <li>We have recently had an additional \$600.00 donated in memory of Kenneth Blackler.</li> </ul> </li> <li>Two requests: <ul> <li>House history</li> <li>Middle Falls info</li> </ul> </li> <li>Installed 3 water sensors with an audible alarm. I was unable to connect the system to the app however, as it indicated we were too far away from the router to connect. Will research a solution to this.</li> </ul>	Wallace. -Check to see if Dan Fischer has fixed pocket door locking problem. -Look into improving WiFi for the lower level so alarms can function.
MONTHLY FINANCIALS	MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. Audrey makes motion. Teri seconds. Board votes yes.	
LIBRARY DIRECTOR'S REPORT (Annie)	Greenwich Free Library - Director's Report to the Board– January 20 <sup>th,</sup> 2021         Financial:         Paychex account has been set up. A few glitches the first time, we hope they are solved.         Ellen and I agreed that Marge will prepare and she will sign checks twice a month.         Marge and I met with the new accountant to set up the chart of accounts and discuss procedures. We agreed that, going forward, the library would operate on a modified cash basis to allow us to declare fixed assets and depreciate them. We discussed the 990 and how to allocate staff time to show the actual program vs admin split. We also discussed officially setting up an endowment.	

## **KEY PRIORITIES:**

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

Emilly continues to provide popular online content. Story Times, the Traveling Lantern Theater's version of Scrooge, science demos etc. She is doing a good job of keeping contact with the preK community she had built up.

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.

Gill Room report

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

**Community Engagement Goal: Improve service of, integration into and recognition by the community** Articles in the JP and Eagle about the renovation. Working on the latest revamp of the website.

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

Report of the Building Committee

## **Other:**

Program Manager, Jen LaRock resigned. She will be working for the Washington County Historical Society as a researcher.

The month of December was largely dedicated to prepping for the move. Many thanks to the board members who helped out. We had a number of other volunteers as well, particularly from the High School Honor Society and FFA.

This month, we spent the first couple of weeks settling into our temporary home and our winter schedule. We are now ready to take on some of the bigger projects we can use this quiet time for: Collection development, acquisition and organization; staff handbook and position descriptions etc.

	As libraries in the area move to curbside service or shut	$\neg$
	down completely, the public seems to appreciate the	
	services we continue to provide.	
PUBLIC	No public in attendance.	
COMMENT	No public il attendance.	
	No old business.	
OLD	no old business.	
BUSINESS		
NEW	Discussion on setup of accounts in accounting software so	
BUSINESS	accounts are clear. This will be on the agenda for the	
	annual retreat.	
SIGNATURES	Library needs to collect 50 signatures from residents of	
TO ALLOW	the Greenwich School District to allow the library tax	
LIBRARY TAX	levy to appear on the school budget ballot. Normally this	
LEVY TO	is accomplished by leaving a clipboard on the circulation	
APPEAR ON	desk and asking library patrons to sign as they visit the	
SCHOOL	library. It is more challenging this year because the library	
BUDGET	is not open to the public. Board members are asked to	
BALLOT	print this sheet and collect signatures from members of	
	the community. Signatures must be collected by mid-	
	April.Tax Levy Signatures.docx	
MEETING		
MOVES TO		
EXECTIVE		
SESSION		
MEETING		
CONCLUDED		
9:43 P.M.		

Minutes signed: Patrice M. Abate