

Minutes

Greenwich Free Library Board of Trustees 2021 Annual Meeting  
January 20, 2021 7:00 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

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Required</b>
<b>ELECTION OF OFFICERS</b>	<p><i>-Walter Grom runs meeting for the election of officers.</i></p> <p>The following offices are filled with unanimous consent.</p> <p>President- (currently Jim Nolan). Jim nominated by Pat. Claudia seconds. Jim Nolan re-elected as president.</p> <p>Vice President- (not currently filled). Walter Grom is nominated for VP by Audrey. Pat seconds. Walter Grom is elected as vice president.</p> <p>Treasurer- (currently Ellen Ketchum) Teri nominates Ellen. Claudia seconds. Ellen Ketchum is re-elected treasurer.</p> <p>Secretary- (currently Patrice Abate). Jim nominates Patrice. Teri seconds. Patrice Abate re-elected as secretary.</p> <p><i>-Jim Nolan, President, returns to running the meeting.</i></p>	
<b>FORMS TO BE RETURNED</b>	<p>Board members must complete conflict of interest statements and whistleblower policy. Forms will be emails to board members unless they would like to receive copies in the mail. Let Annie know. Signed forms can either be scanned and returned or dropped off at the library.</p>	<p>-Mail Pat Lamb her for forms.</p>
<b>AUTHORIZATION TO SIGN CHECKS</b>	<p>Currently Jim, Annie, Ellen, and Claudia are authorized to sign check. Ellen signs checks 2X per month. There is discussion to moving to a 2-signature system for check signing. Also discussion on whether it is appropriate for a director to be signing checks in an organization of our size. Annie will check with other directors and we will inquire with Bob Jeffords.</p> <p><b>MOTION TO KEEP THE CURRENT CHECK STRUCTURE IN PLACE AT THIS TIME.</b></p>	<p>-Look into whether it is appropriate to have director signing checks.</p>

	-Claudia makes motion. Teri seconds. Board votes yes.	
<b>ASSIGN NEWSPAPER OF RECORD</b>	Greenwich Journal will be the newspaper for record for the coming year. Discussion on whether or not our meeting agenda should be posted in advance of meetings either in the paper or on the website. Needs to be researched. MOTION TO KEEP THE GREENWICH JOURNAL AS THE NEWSPAPER OF RECORD. -Walter makes motion. Naomi seconds. Board votes yes.	-Research whether meeting agenda should be posted either online or in newspaper in advance of meetings.
<b>MEETING CALENDAR FOR 2020</b>	GFL Board will continue to meet at 7:00 p.m. on the third Wednesday of each month. There is a recommendation to have subcommittees meet at 6:30 p.m. in advance of the monthly meetings. MOTION TO APPROVE THE MEETING CALENDAR FOR 2020. Walter makes motion. Naomi seconds. Board votes yes.	
<b>MOTION TO ADJOURN ANNUAL MEETING</b>	MOTION TO CONCLUDE THE 2021 ANNUAL MEETING OF THE GREENWICH FREE LIBRARY BOARD. Walter makes motion. Claudia seconds. Board votes yes.	
<b>MEETING CONCLUDED 7:35 P.M.</b>		
<b>MEETING MOVES TO REGULAR MONTHLY MEETING</b>		

Minutes signed: Patrice M. Abate