

Minutes

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

Attendees: Patrice Abate, Claudia Blackler, Audrey Fischer, Walter Grom, Ellen Ketchum, Sandy McReynolds, Sarah Murphy (Library Director), Kathy Nichols-Tomkins, Jim Nolan, Cliff Oliver, Teri Pendergrass, Dave Wever

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 11/17/2021 MINUTES (Revised minutes with spelling change). <i>Walter makes motion. Teri seconds. Board votes yes.</i>	
COMMITTEE REPORTS <i>Building Committee</i>	The two problem spots remain with the flooring. Lisa Hayes has photographed. Dan is working on shelves.	
<i>Events Committee</i>	Winter holiday tree festival concludes tonight. It has been well received by the community. 21 trees were decorated and will be auctioned off at the conclusion of this meeting. Meeting with Lynne next week to discuss and create a folder with details of the event and notes on what can be improved in the future. The Open House was a success. Event was well attended. Community members visited the main floor of the library and the Gill Room. Sandy gave 5 or 7 community members tours of the Gill Room. Was held in conjunction with the monthly book sales.	
<i>Fund Raising Committee</i>	As of today, \$3360.00 has been received from the Annual Appeal. Jim will match all board member donations up to \$1000.00. There is an anonymous donor who is willing to match up to \$15K for the appeal.	
<i>Finance Committee</i>	-Revised proposed budget will be discussed later in the meeting.	
<i>Board Recruitment Committee</i>	Would like to consider inviting Aaron Northrup and Ellen LeCompte to join the board. Paul Thurston is now a board member but cannot be in attendance this evening.	-Patrice will personally invite Ellen. Could someone speak to Aaron about possibly joining?
<i>Policy Committee</i>	Did not meet. Cliff agrees to join the policy committee.	

FRIENDS REPORT	Monthly book sales have returned. The Friends will meet this week (and Sarah will attend) to discuss the future of the Friends.																						
GILL ROOM REPORT	<p>Gill Room Report December 15, 2021</p> <p>FB: 576 Likes (+3) 611 Follows (+3)</p> <p>Requests:</p> <p>Meetings/Programs:</p> <ul style="list-style-type: none"> • I attended the online program: Priorities, Procedures, and Practices: First Responders and Cultural Collections • Open House: several tours were given of the Gill Room <p>Notes:</p> <ul style="list-style-type: none"> • Re-Organization of the Gill Room has restarted. This project began in late 2019 (after we initially moved to our current location), but was abruptly halted due to the pandemic. This includes rehousing of materials, reconfiguring collections locations, new labeling system, and creating new finding aids. <p>Hours: November 10, 2021 – December 15, 2021</p> <table border="1" data-bbox="500 1373 1122 1864"> <thead> <tr> <th data-bbox="500 1373 732 1482">Name</th> <th data-bbox="732 1373 889 1482">Gill Room Hours</th> <th data-bbox="889 1373 1122 1482">Outside Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1482 732 1539">Claudia</td> <td data-bbox="732 1482 889 1539">14.25</td> <td data-bbox="889 1482 1122 1539"></td> </tr> <tr> <td data-bbox="500 1539 732 1583">Wallace</td> <td data-bbox="732 1539 889 1583">11</td> <td data-bbox="889 1539 1122 1583">3</td> </tr> <tr> <td data-bbox="500 1583 732 1627">Roger</td> <td data-bbox="732 1583 889 1627">6.25</td> <td data-bbox="889 1583 1122 1627">3</td> </tr> <tr> <td data-bbox="500 1627 732 1671">Nancy</td> <td data-bbox="732 1627 889 1671">7.5</td> <td data-bbox="889 1627 1122 1671"></td> </tr> <tr> <td data-bbox="500 1671 732 1728">TOTAL HOURS:</td> <td data-bbox="732 1671 889 1728">39</td> <td data-bbox="889 1671 1122 1728">6</td> </tr> <tr> <td data-bbox="500 1728 732 1864">PATRON USE:</td> <td data-bbox="732 1728 889 1864">2.25</td> <td data-bbox="889 1728 1122 1864"></td> </tr> </tbody> </table>		Name	Gill Room Hours	Outside Hours	Claudia	14.25		Wallace	11	3	Roger	6.25	3	Nancy	7.5		TOTAL HOURS:	39	6	PATRON USE:	2.25	
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MONTHLY FINANCIALS	MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Walter makes motion. Kathy seconds. Board votes yes.</i>	
BUDGET	Board adopts proposed 2022 budget “as presented.” <i>Audrey makes motion. Cliff seconds. Board votes yes.</i>	-Reviewing the salary amounts included in 2022 budget to ensure there is budget for new hires. Will discuss and change budget if necessary at next meeting
LIBRARY DIRECTOR’S REPORT (Sarah)	<p style="text-align: center;">Greenwich Free Library - Director’s Report to the Board– December 14, 2021</p> <p>Statistics: Check outs – 2,261; Borrowers – 328; Holds Satisfied – 629; New Cards Issued – 13; Computer sessions – 114; WiFi uses – 451; Overdrive checkouts – 298; Kanopy – 22 Plays</p> <p>Financial:</p> <ul style="list-style-type: none"> • 2022 Budget Draft #3 - Ellen • Tax Cap decision - Jim <p>Staffing and Volunteers</p> <p>In the beginning of the new year, I plan to conduct the search for a Youth Services Coordinator, and I’d love to have one or more board members join the search committee. I also need guidance on hours and pay rate.</p> <p>We are still working on strengthening our volunteer corps so that we have back ups when people are ill, quarantining, or traveling.</p> <p>Preparing for book challenges and requests for reconsideration</p> <p>Given the national trend towards interest in suppressing or challenging library materials, the staff and I are preparing for formal and informal challenges and requests. I attended a webinar sponsored by Empire State Library Network called “Calm, (Legally) Cool, and Collected: Tactics for Libraries Facing Book Challenges and Collection-based Protests.” I’ve shared our Collection Development Policy (approved by the Board, Feb 2020) and the Request for Reconsideration form with staff, and in</p>	

	<p>the near future we will walk through potential scenarios and patron interactions. If any formal challenges occur, I will convene a “Situation Response Team” involving members of the board.</p> <p>New York State Mask or Vaccine Requirement, effective Dec 13</p> <p>The library has already been requiring masks for all patrons, so the new requirement from Governor Kathy Hochul does not change or affect our day-to-day policies. However, I propose we consider an events policy requiring that attendees at author events show proof of vaccination. This way, we can allow our presenters to speak to the crowd without having to wear masks. This may also allow us to increase the maximum number of attendees in the Community Room.</p> <p>KEY PRIORITIES:</p> <p>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>Local author events scheduled for evenings in January and March</p> <ul style="list-style-type: none"> • Thursday January 13: Author and reporter Ken Tingley discusses his book <i>The Last American Editor</i> with WAMC Roundtable host Joe Donahue • Tuesday March 22: Author, musician, and academic Connelly Akstens presents her memoir <i>Without Shame: Learning to Be Me</i> about (among other things) her experience coming out as transgender. <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>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>Our Open House was well attended, and the Tabletop Tree festival has been popular with patrons. The Open House was photographed for the <i>Post Star</i> (appeared Friday December 10), and the <i>Journal Press</i> (December 1).</p> <p>Facility Enhancement Goal: Provide a comfortable and</p>	
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	<p>welcoming physical environment that supports our programs and services.</p> <p>I met with Dan Fischer to go over the continued maintenance needs of the library. Teri, Dan, and I are getting together next week to go over any outstanding questions about the post-construction physical space and to develop a plan for removing items we don't need, and identifying needs.</p>	
PUBLIC COMMENT	Two staff members present. K.C. and Marge.	
OLD BUSINESS	No old business.	
NEW BUSINESS	<p>Jim Nolan resigns from the Greenwich Free Library board as of 12/31/21. The board will vote on new officers at the next meeting.</p> <p>Annual Retreat will happen on 1/9/2021 in the Community Room from 1:00-4:00.</p> <p>Suggestion is made that the board secretary begin to keep a physical binder containing the minutes from each meeting as well as any handouts that are passed out at the board meetings. This will start in January and will be stored at the library. Also make sure that agenda is posted at least 24 hours prior to meetings for the public.</p> <p>Discussion of tax issue with the library. Suggestion that we work to get the per capita share the same with the village and the town.</p> <p>Suggestion made to possibly hold monthly sessions where people could show up and learn about being a library volunteer. Could add a Zoom component so people could listen in virtually.</p>	
MEETING CONCLUDED 8:15 PM		

Minutes signed: *Patrice M. Abate*