

## Minutes

Greenwich Free Library Board of Trustees Monthly Meeting  
November 20, 2019, 7:00 PM, Community Room

**Attendees:** Patrice Abate, Claudia Blackler, Audrey Fischer, Walter Grom, Ellen Ketchum, Pat Lamb, Cliff Mealy, Jim Nolan, Kristen Parillo, Teri Pendergrass, Annie Miller (Library Director)

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	Minutes approved without edits for the  Proposed Minutes 10/16/2019 meeting. 10-16-19 Library Board	
<i>Committee Reports- Building Committee</i>	Did not meet.	
<i>Events Committee</i>	Did not meet.	
<i>Fund Raising and Finance</i>	Did not meet.	
<i>Gill Room</i>	Did not meet.	
<i>Marketing &amp; PR</i>	Did not meet.	
<i>Policy (Audrey, Jim, Annie)</i>	Did not meet.	
PUBLIC COMMENT	No public present.	
GILL ROOM REPORT (Claudia)	-Discussion of increase in use of Gill Room when it is not staffed. Ideas on how we can make the space more user-friendly when no Gill Room volunteer available to assist. Sandy has offered to train any library staff of volunteers in the new year on the layout and basics of the Gill Room. She has also developed a map so that people using the space will have an easier time finding resources. As well, suggestion to get chrome books that can be used by patron in the Gill Room	-Will arrange training schedule for staff and volunteers in the new year. -Sandy will make detailed copies of the map available to patrons.

	<p>to access the historical newspaper site and other historic sites. This is an easier way to view historic newspapers than the microfilm.</p> <p>-There are now Gill Room volunteers who are not able to assist patrons or work in the Gill Room during non-library hours because key access was limited due to new key policy.</p> <p>See attached Gill Room Report from Sandy.</p>  <p>Gill Room Report November 20.docx</p> <ul style="list-style-type: none"> <li>• I attended two workshops provided by Lakes to Locks: Managing Digital Projects (hosted at Ticonderoga Historical Society) &amp; Connecting with Schools (hosted at BOCES in Wilton) a couple key points: <ul style="list-style-type: none"> <li>○ Managing Digital Projects <ul style="list-style-type: none"> <li>▪ Start with a small “pilot” program to work out kinks</li> <li>▪ By 2027 it will be cost prohibitive to reformat audio and visual (vhs, 35 mm film...), these items should be a priority when digitization begins</li> </ul> </li> <li>○ Connecting with Schools <ul style="list-style-type: none"> <li>▪ Next Generation Standards (NGS) replaces Common Core Curriculum in 2020, programming must meet NGS standards</li> <li>▪ Programs that are created to work with the school should be added to the BOCES Arts and Enrichment.org site, along with marketing material for upcoming events that pertain to educational opportunities for teachers or students.</li> </ul> </li> </ul> </li> </ul> <p>• FB: 478 Likes; 498 Follows</p>	<p>-Sandy, please find out if there are Gill Room volunteers who are not able to volunteer due to the new key policy. Or could an additional key shared amongst volunteers that is signed out when needed a possible solution?</p>
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- Wallace continues to compare the material coming in from Cathy Barber to our own material—many duplicates. We are offering the duplicate material to other area historical organizations. (WCHS, Saratoga Heritage Hunters...)

Singage will be added to the microfilm reader as well as the copier to allow patrons to utilize the machines—along with the cost/page. Honor system will apply, or they may make payment at the front desk.

Hours: Oct. 17 – Nov. 15

Name	Gill Room Hours	Outside Hours
<b>Claudia</b>	<b>14.5</b>	
<b>Wallace</b>	<b>12</b>	<b>8</b>
<b>Mary Lou</b>	<b>0</b>	
<b>Roger</b>	<b>12.75</b>	<b>1</b>
<b>C.J.</b>	<b>2</b>	
<b>Nancy</b>	<b>4.75</b>	
<b>TOTAL HOURS:</b>	<b>46</b>	<b>9</b>
<b>PATRON USE:</b>	<b>12.5</b>	

FRIENDS REPORT (Audrey)

Kick-off sale on 11/7/2019 raised \$275. Discussion ongoing of whether future sales will be done with set prices or good-will donations.

MONTHLY FINANCIALS



October 2019 Monthly financials approved. Financials.xlsx

<p><b>LIBRARY DIRECTOR'S REPORT (Annie)</b></p>	<p>Greenwich Free Library - Director's Report to the Board- November 20, 2019 Annie Miller</p> <p><b>SALS:</b> Figures for October: New cards issued - 22/ Borrowers - 509/ Patrons - 3,458/ Holdings -26,644/ Check outs - 3,255/Holds filled - 704/ Items added - 163/ WiFi clients 425/ Computer usage 510 sessions / Door Count 5,163/ Staff hours - 438.75 Annie - Volunteer hours 167.3</p> <p><b>Financial:</b> 2020 Budget, Hannaford Helps bags in December, Marge and I attended an accounting and budgeting workshop</p> <p><b>KEY PRIORITIES:</b>  <b>Literacy Education Goal: Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities</b></p> <ul style="list-style-type: none"> <li>• T-rex Tea party and Frozen Singalong early literacy events</li> </ul> <p><b>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.</b></p> <ul style="list-style-type: none"> <li>• Dehumidifier installed</li> <li>• I attended a workshop showcasing local online historical exhibits</li> <li>• I am taking a course on creating online exhibits</li> </ul> <p><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b></p> <ul style="list-style-type: none"> <li>• Paranormal Society, Social Security, Medical Financial Planning, Ticks</li> </ul> <p><b>Community Engagement Goal: Improve service of, integration into and recognition by the community</b>  1063 Facebook followers</p> <ul style="list-style-type: none"> <li>• Halloween was a success again</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Assabett online room booking system is working well</li> <li>• Hosted Marines' toy collection.</li> </ul> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b></p> <p>Community room count: 1184</p> <p><u>Construction 2018-19:</u></p> <ul style="list-style-type: none"> <li>• Current sketch and proposed phasing</li> <li>• Propose bids go out in July</li> <li>• Propose start of construction Fall 2020</li> <li>• Start fundraising in January 2020</li> </ul> <p><u>Construction 19-20:</u></p> <ul style="list-style-type: none"> <li>• Grant application for Signage, Insulated Shades and Alarm System approved by SALS</li> <li>• These activities will be folded into the 2018-19 project.</li> </ul>	
<b>Proposed 2020 Budget</b>	<p>Vote on final budget will take place at December meeting. Discussion of the fundraising goal of \$10K for the board. Board agreed to scale back goal to \$5K. This number will include the existing plant sale. There will be a planning meeting during Q1 and then events planned for the remainder of 2020.</p> <p>Money will remain in budget for certain key areas:</p> <ul style="list-style-type: none"> <li>-Professional services. Need to switch the accounting method from cash basis to accrual basis.</li> <li>-Increased staff time.</li> <li>-Marketing.</li> </ul> <p>Annie will present a budget with a reduction of \$5K at the December meeting on which the board will vote.</p>	
<b>Review of</b>	-Board reviewed proposed plans from Lisa Hayes.	-Suggestions for a

<p><b>Plans</b></p>	<p>The plans will be finalized in the coming months and go out to bid in the summer of 2020. Board will look to hire a project manager.  -\$40K needs to be raised by the end of 2022. Annie is looking into foundations that may assist with meeting the match.  -Talk of developing a marketing packet to promote the renovation and encourage giving. This will be done by the building committee and discussed at their Dec. committee meeting.</p>	<p>project manager.  -Board members not present can stop into library to review the plans.  -Annie to work on identifying foundations that may assist with match.  -Building committee begin work on marketing packet at Dec meeting.</p>
<p><b>OLD BUSINESS</b></p>	<p>-Library will not participate in the Lighted Tractor Parade. Tractor did not start and generator did not start.  -Humidifier was installed in Gill Room on 11/10 and is working well.  -Equipment for digitalization project will be purchased in January.  -Library will NOT table at annual Holiday House Tour because the event has been combined with the craft fair at the school. As such, there is not a location for tabling.</p>	
<p><b>NEW BUSINESS</b></p>	<p>-Annie to have hip-replacement surgery in January.  -Chris Ruland has resigned from the board.  -Claudia raises the idea that Cliff Mealy become an honorary board member due to other commitments and a desire to travel. Cliff has served the board for 25 years. Motion is raised and approved to change Cliff's role from an active board member to an honorary board member.  -Idea to ask Bob Jeffords if will consider becoming an active board member. If not, offer him the opportunity to become an honorary board member. Bob has experience serving on the board of SALS and also has experience with the town board so would be valuable in helping identify issues with town funding. Motion is raised and approved to offer Bob Jeffords a role as honorary</p>	<p>-Note of thanks to be sent to Chris Ruland.   -Reach out to Bob Jeffords and ask if he would join the board in some capacity (Claudia).</p>

	<p>board member.</p> <p>-Proposed board retreat date of 1/26/2020 from 12-4. Agenda to be approved at December meeting.</p> <p>-Board members should consider giving to the annual appeal. Many of the foundations to which we will apply for money will ask the percentage of the board that are active donors. Our goal is 100%. As an incentive, Jim is willing to match donations made by board members up to \$1000.</p> <p>-Annual volunteer dinner will happen on 2/14/2020 from 5-7. Teri will once again create the holiday gift bags for the event.</p>	<p>-Develop agenda for board retreat (Jim).</p> <p>-Creation of holiday gift bags to announce volunteer dinner (Teri).</p>
<p><b>MEETING CONCLUDES 8:46 p.m.</b></p>		

Minutes signed: Patrice M. Abate