

## Minutes

Greenwich Free Library Board of Trustees Monthly Meeting  
August 19, 2020 7:00 PM, Virtual meeting via Zoom

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

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Required</b>
<b>APPROVE MINUTES</b>	Minutes approved without edits for the 7/15/20 meeting.  Approved Minutes Motion: Audrey Second: Claudia 7-15-20 Library Board	
<b>COMMITTEE REPORTS</b> <i>Building Committee</i>	-Building committee is recommending we wait until next year to apply for aid to complete the reworking of the parking lot/rear-lot. Would prefer to first finish the planned renovations for the 1 <sup>st</sup> floor. We will need to hire a landscape architect for the project.	
<i>Events Committee</i>	-Did not meet. -Discussion of the very successful programming by Emilly that is posted online and received many views. Her programs include visits to local firehouse, local farms, story times, etc.	
<i>Fund Raising and Finance Committee</i>	\$44K in matching funds needs to be raised for 1 <sup>st</sup> floor renovation. Anonymous donor has offered a 50% match. Jim/Annie are discussing how to best approach potential “large scale” donors. Discussion of whether or not in person meetings are possible. Pat is working on a marketing campaign to highlight functions of new space to appeal to potential donors. -Recommendation made to approach Lions Club.	- Pat Lamb to create marketing/fund raising campaign piece.
<i>Board Recruitment Committee</i>	-Breanna Lundy was approached to join the board. She has not yet responded to the offer.	
<i>Marketing &amp; PR Committee</i>	-(See work by Pat Lamb with fund raising committee.)	
<i>Policy Committee</i>	-Did not meet. Marge has organized all policy completed to this point. Compliments to her on this work. Policy committee will review the policies that are now in place and identify what still needs to be done.	-Review policies assembled by Marge.
<b>PUBLIC COMMENT</b>	No public present.	

<p><b>GILL ROOM REPORT</b> (Sandy)</p>	<p>Gill Room Report August 19, 2020</p> <ul style="list-style-type: none"> <li>• FB: 513 Likes; 536 Followers</li> <li>• Most of the digital equipment has been ordered and is beginning to arrive. Still to order: overhead/book scanner, and laptop. Will get that decided this week</li> <li>• 1 request—genealogy.</li> </ul> <p>-Digitization equipment has been ordered and much of the equipment has arrived.</p> <p>-In September, Sandy will look to begin the digitization efforts and establish a schedule for volunteers to return to the Gill Room. Volunteers are eager to return but there will need to be schedule in place, cleaning procedures, etc.</p>	<p>-Come up with procedures for opening Gill Room to volunteers.</p>
<p><b>FRIENDS REPORT</b></p>	<p>-Friends have been receiving a lot of old and unusable donations.</p> <p>-Friends looking to arrange a sale. Not sure of format yet. May be “by appointment.” Suggestion was made to hold the sale outside (weather permitting) but this would mean inventory would need to be physically moved upstairs and outside—and then returned to the Friends’ space—which would be quite involved. Also suggestion of a “grab-bag sale” in which people would buy a bag of books without knowing the contents.</p>	
<p><b>MONTHLY FINANCIALS</b></p>	<p>Monthly financials reviewed.</p>	
<p><b>LIBRARY DIRECTOR’S REPORT</b> (Annie)</p>	<p><b>Greenwich Free Library - Director’s Report to the Board – August 19, 2020</b></p> <p><b>Financial:</b> I spoke to someone at the Unemployment office who told me that it will likely be several months before we get a hearing.</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> Summer reading continues virtually We will suspend Children’s programming for a few weeks in September to re-assess</p>	

	<p><b>Preservation and Access to Local Historical Documents</b>  <b>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> <p>Most of the digitizing materials have been ordered and they have started to arrive.</p> <p><b>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</b></p> <p>We are starting to plan for National Voter Registration Day. We may have events/activities on other days as well</p> <p><b>Community Engagement Goal: Improve service of, integration into and recognition by the community</b></p> <p>I have continued to attend relevant online meetings.  I attended the 7/13 Town Board meeting to update them on library activities during the shutdown.  SALS installed our wifi signal booster.  Work on our “Little Free Libraries” continues.  I have applied to the WCHAW to fund a pilot delivery service.  I will be participating in a reading for the IBA  I participated in an advocacy call with Senator Schumer’s office seeking Federal assistance for libraries.  I have been in contact with the schools and, specifically, the school librarians to offer any help we can provide.  Our Kanopy movie streaming service has been used to play 172 videos since April.</p> <p><b>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</b></p> <p>KC, Deb and I are starting to implement our new cataloging system.  We withdrew about 2,000 items from the children’s and adult nonfiction sections while we were closed.  We are moving ahead with the survey of the back lot and have started thinking about parking and other issues that we would like to address.  I met with Lisa Hayes to discuss the first floor project.</p> <p><b>Reopening:</b></p> <p>People have been so happy to be in the library! We haven’t</p>	
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	<p>had issues with exceeding our occupancy limit and nobody has complained about masks.  We have continued curbside pickup and expect to do so for the foreseeable future.  We have had to adjust computer use rules as we had a few people who were starting to come in every day for the full allotted time.</p> <p>Door count for July was 1,785. Checkouts 1,799 For comparison, January #'s were 4,441 and 3,308</p> <p>-Discussion on what we are doing to aid with the Census. Annie mentioned that we are including census info at checkout. Annie is also working with SALS to have a dedicated computer setup that would allow access to the census site. This would allow patrons to fill out the form online right from the library.</p> <p>-Ellen reviewed the financials with Annie to get a sense of where we are at this point in the year. We are down in fundraising. Some expenses (involving cleaning supplies) have increased and the library continues to work to procure the necessary COVID-19 related cleaning items. Annie had planned on additional staff hours this year for programming which have not been possible.</p>	
<b>OLD BUSINESS</b>	-None	
<b>NEW BUSINESS</b>	<p>-No volunteers in the library until at least October. The staff has noted that there is very little to do during their shifts and there is no need for volunteers at this point.</p> <p>-Gill Room volunteers are eager to return and have specific projects that they need to work on (please see Gill Room Report above).</p> <p>-Teri would like to come up with something to show appreciation to the staff members at the library.</p>	
<b>MEETING CONCLUDES 8:24 p.m.</b>		

Minutes signed: Patrice M. Abate