


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 <i>Building Committee</i>	(See above)	
<i>Board Recruitment Committee</i>	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.	
<i>Fundraising Committee</i>	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.
<i>Policy Committee</i>	Committee working on sick leave policy.	
<i>Finance Committee</i>	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.	
<i>Events Committee</i>	No new events planned.	

	<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>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.</p> <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Preservation and Access to Local Historical Documents Goal: Enhance access to an expanded collection of paper, photo, and digital sources and documents related to the history of the greater Greenwich community. Gill Room report</p> <p>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>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.</p> <p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services. Report of the Building Committee</p> <p>Other:</p> <p>Program Manager, Jen LaRock resigned. She will be working for the Washington County Historical Society as a researcher.</p> <p>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.</p> <p>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.</p>	
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	As libraries in the area move to curbside service or shut down completely, the public seems to appreciate the services we continue to provide.	
PUBLIC COMMENT	No public in attendance.	
OLD BUSINESS	No old business.	
NEW BUSINESS	Discussion on setup of accounts in accounting software so accounts are clear. This will be on the agenda for the annual retreat.	
SIGNATURES TO ALLOW LIBRARY TAX LEVY TO APPEAR ON SCHOOL BUDGET BALLOT	<p>Library needs to collect 50 signatures from residents of the Greenwich School District to allow the library tax levy to appear on the school budget ballot. Normally this is accomplished by leaving a clipboard on the circulation desk and asking library patrons to sign as they visit the library. It is more challenging this year because the library is not open to the public. Board members are asked to print this sheet and collect signatures from members of the community. Signatures must be collected by mid-</p>  <p>April. Tax Levy Signatures.docx</p>	
MEETING MOVES TO EXECUTIVE SESSION		
MEETING CONCLUDED 9:43 P.M.		

Minutes signed: Patrice M. Abate