

Minutes

Greenwich Free Library Board of Trustees Monthly Meeting
April 21, 2021 7:00 PM, Virtual meeting via Zoom

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

Also present: Kathy Nichols-Thomas, Dave Weaver

Agenda Item	Discussion	Follow-up Required
APPROVE MINUTES	MOTION TO APPROVE THE 03/17/2021 MINUTES WITHOUT EDITS. <i>Walter makes motion. Claudia seconds. Board votes yes.</i>	
UPDATES REGARDING RENOVATION PROJECT <i>Building Committee</i>	Teri presents report detailing construction project. Subflooring is down. Flooring should be complete from 5/2-5/3. Shelving should be complete from 5/10-5/14. Aluminum walls arrived early. Dan Fischer is looking to organize a crew to assemble shelving. Questions regarding insurance. Water meters being replaced in the village. Library should receive a new meter on 4/20.	
COMMITTEE REPORTS <i>Board Recruitment Committee</i>	Annie included a call to recruit new board members in the last newsletter. Three local residents responded and two are joining us for this meeting. (Kathy Nichols-Thomas and Dave Weaver)	
<i>Fundraising Committee</i>	Did not meet.	
<i>Policy Committee</i>	Policy committee has created disaster and recovery policy. Minor edits will need to be made once the library renovation is complete. For example, location of fire extinguishers will not be fully known until construction is complete and library is put back together. Audrey makes following motion: The trustees of the Greenwich Free Library will approve the disaster and recovery policy (which was previously provided to trustees for review) with the understanding that there will be minor edits once the library reopens. <i>Audrey makes motion. Walter seconds. Board votes yes.</i>	
<i>Finance Committee</i>	1 st draw PPP loan has been forgiven in full. 2 nd draw PPP loan has been approved.	

<i>Events Committee</i>	Planning has begun on reopening event for the library. Considering possible small-group tours.	
FRIENDS REPORT	No activity with Friends.	
GILL ROOM REPORT	<p>Gill Room Report April 21, 2021</p> <p>FB: 564 Likes (+4) 592 Follows (+5)</p> <p>Requests:</p> <ul style="list-style-type: none"> • Locating a photo of a fallen tree on a house that occurred during Hurricane Sandy 2012. Did not have one in the collection, placed a request on FB to see if anyone in the community has—no response yet. • Headstone inscription clarification inquiry along with research on an individual listed. <p>Meetings/Programs:</p> <ul style="list-style-type: none"> • Met with Annie to establish a functional job description for Gill Room Historian/Curator • Policy committee meeting • Was invited to join the Washington County Historical Society committee for planning the normally biennial History Fair (though not this year due to Covid) • Met with Warren County Historical Society • Attended the APHNYS Region 5 Spring conference. Plans are forming in the area to commemorate the 250th anniversary of Revolutionary War—or the 50th anniversary of the Bicentennial. Though the state has not announced formal plans as of yet, the celebrations are expected to begin in 2025 and go through 2032, with the focus being 2026. Counties and municipalities in conjunction with not for profit organizations, are encouraged to work together in their communities to do something. <p>Other:</p> <ul style="list-style-type: none"> • Picked up the 42 volumes of the Free Press. They are currently in the Gill Room awaiting to be processed. • Warren County Historical Society deaccessioned two items from their collection that are Greenwich related (coverless edition of the Glimpses of Greenwich 1900 photo book and a 1953 GCs 	

	<p>alumni booklet). They offered to us and I accepted. I picked them up last week, had a tour of their facilities, and made some new contacts.</p>	
MONTHLY FINANCIALS	<p>MOTION TO ACCEPT THE MONTHLY FINANCIAL TRANSACTIONS. <i>Walter makes motion. Claudia seconds. Board votes yes.</i></p>	
LIBRARY DIRECTOR'S REPORT (Annie)	<p>Greenwich Free Library - Director's Report to the Board- April 21st, 2021</p> <p>Statistics: Check outs- 1,1,64; Borrowers -217; Holds Satisfied – 896; New Cards Issued – 3; WiFi uses 260; Overdrive checkouts - 359</p> <p><u>Financial:</u></p> <p>The Accountant completed the financial review and 990 have been completed I have sent out information on creating a spending policy for the “endowment” fund. We received a second PPP payment of \$28,102 Our loan forgiveness paperwork for the first PPP has been submitted.</p> <p>NY State Budget: State Library Aid: \$94.1 million- which is higher than the proposed amount in the Governor's budget. It is the level of funding we received approximately five years ago. State Public Library Construction Aid: \$34 million – good news for our libraries. Last year the funding level was 14 million; it is restored to 34 million – meaning SALS has almost 1 million dollars for our library buildings. Digital Inclusion Competitive Grants: \$15 million: This is a new program to establish and support digital inclusion programs. <i>“award(s) grants to eligible entities to establish and support digital inclusion programs. Such programs shall provide economically disadvantaged individuals and households in-person or remote supports including, but not limited to, access to affordable and robust broadband service, internet-enabled devices, training, and technical support. Eligible entities include local governments, not-for-profit organizations, municipal housing authorities, school districts, boards of</i></p>	

	<p><i>cooperative education services, libraries and library systems, and other community-based organizations”.</i></p> <p>Targeted (Bullet) Aid: \$23 million We will need to send a letter (to our assembly member or senator) to request some of this aid. The sooner, the better.</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>Developing Summer Reading Programming – Locally focused (Looking for a catchy name)</p> <ul style="list-style-type: none"> -History Scavenger Hunt – with Youth Center and Gill Room -iNature Scavenger Hunt – with presentations by Howard Romack - Process Art – with Hannie Varosy – using 2020 LARAC grant <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>Lifelong Learning Goal: Create innovative learning opportunities for community members of all ages</p> <p>Tidying Program for May Participating in Cornell Cooperative Extension Kits for Kids gardening program</p> <p>Community Engagement Goal: Improve service of, integration into and recognition by the community</p> <p>Soliciting Summer Reading Participation from Hudson Crossing, Battenkill Conservancy, Ft.Edward Grasslands, ASA Planning outdoor movies with the Youth Center Possible community shredding event</p>	
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	<p>Facility Enhancement Goal: Provide a comfortable and welcoming physical environment that supports our programs and services.</p> <p>Report of the Building Committee</p> <p>Reopening of services plans</p> <p>Staff:</p> <p>I will be posting a help wanted notice at the end of the week for a circulation clerk to start in early June. We will begin contacting potential returning volunteers in May</p> <p>Other:</p> <p>SALS and MVLS libraries will cease quarantining books on May 3rd</p> <p>Additional discussion: Discussion of the town's mention of providing a specific contract on how funds can be spent. Annie has been in contact with other libraries and contracts range from very general to very specific. Annie is directed to come up with a contract to act as a guide for the town. Discussion of municipalities providing refunds to some taxpayers. Library needs to provide a refund to a local business.</p>	
PUBLIC COMMENT	No public comments.	
OLD BUSINESS	None.	
NEW BUSINESS	Board members should let Annie know if they would like to attend the SALS Annual Meeting (in virtual format).	
MEETING MOVES TO EXECUTIVE SESSION		
MEETING CONCLUDED 8:15 p.m.		

Minutes signed: Patrice M. Abate