

## MINUTES

### GREENWICH FREE LIBRARY BOARD OF TRUSTEES MONTHLY MEETING

MAY 19, 2021 7 PM VIRTUAL MEETING VIA ZOOM

**ATTENDEES:** Jim Nolan, Claudia Blackler, Walter Grom, Audrey Fisher, Ellen Ketchum, Annie Miller, Teri Pendergrass, Kathy Nichols Tomkins, Dave Wever.

Minutes of April 21, 2021 meeting approved.

#### **BUILDING PROJECT:**

1. Adult shelves are in but some changes will have to be made due to YA books
2. Circulation desk is installed
3. Alarm system installed
4. Some of the new furniture has arrived
5. June 1<sup>st</sup> shelving will be installed in children's room
6. The contractor will provide overall cleaning when the projects are completed
7. Our cleaner will use his same schedule for cleaning prior to building project
8. Annie needs an extra week for opening...the new date is June 7<sup>th</sup>.

#### **EVENTS:**

1. An evening reception is scheduled for Friday June 25<sup>th</sup> 7-9 PM for donors and local politicians. Audrey will contact Carrie Warner to see if she is available on this date.
2. The Grand Opening was discussed and it was decided that we would have an open house on June 30<sup>th</sup>, Whipple City Day, for tours of the library from 10 AM until 2 PM. Audrey Fisher and the Friends will organize this event. A sign will be in the library announcing this event. The library is open on Saturday from 10 AM until 1 PM but on this day they will remain open until 2 PM. Audrey will send a press release to the Journal.

#### **FUNDRAISING:**

1. Money was raised for our part of the construction grant thru donations. We have to determine what account we will take money for the total amount we have to pay.

**POLICY:**

1. There is more work to be done on the Freedom of Information Policy and the Endowment Policy. This committee will meet prior to the Board Meeting on June 16<sup>th</sup>. This meeting will be an in-person meeting at the library.

**FRIENDS:** Did not meet

**GILL ROOM REPORT:**

1. FB: 563 Likes 591 followers
2. Requests: Genealogy research/obituary look-up and Center Falls Mill look-up
3. Meetings: Attended the final workshop for disaster planning sponsored by NY Archives. Follow-up will be in a session this summer. Webinar on processing collections and Mandatory harassment training.

**MONTHLY FINANCIALS:**

1. Motion to accept the monthly financial transactions...Walter Grom made the motion and Claudia Blackler seconds....board votes yes.

**LIBRARY DIRECTOR'S REPORT:**

1. **Statistics:** Check Outs-1,235 Borrowers 222: Holds Satisfied 615: New Cards Issued 1: WiFi uses 244: Overdrive checkouts 366

2. **Financial:**

Create a spending policy for the "endowment" fund.

Submitted the 990 for 2020 .

Town library vote passed. Please attend June 8<sup>th</sup> Tow Board meeting as they are going to discuss what we can do with the money we received from the town.

3. **Key Priorities:**

Enhance and expand programs that provide community members with more broadly defined literacy based learning opportunities

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.

Library displays will include suggestions and books recommended by local book experts including Joe Donahue from WAMC radio program.

Annie is working with a lawyer regarding the flood of the house and whether there is insurance for the library

**Staff:**

Two people must be in the library during open hours...if only one is on duty the library must close

A number of applications have been submitted for the job of clerk. Annie is checking references and will report to the board on the outcome. Some applications have shown a good background for a Youth Services position which Annie will decide if a second person should be hired.

The salary for employees has been raised from \$15.00 to \$17.00 per hour

No masks will be required from patrons who have had the vaccination. A sign will be placed on the outside door of the library. This ruling will be revisited regarding the community room and children's programs.

The STAFF HANDBOOK Version 7 was approved by Walter Grom and seconded by Kathy Nichols Thomkins. A copy will be sent to each employee...the original will be kept in a binder.

**NEW BUSINESS:**

SALS JAC Agreement was approved. Walter Grom made the motion, Claudia Blackler seconded and all voted yes.

Jim Nolan, Board President has been asked to run for Greenwich Town Supervisor. If he is voted in he will resign from the library board.....

Submitted: Claudia Blackler