

# GREENWICH FREE LIBRARY

## BOARD OF TRUSTEES

### MINUTES

#### APRIL 2022 MEETING

Regular Monthly Meeting (Virtual via Zoom)

Wednesday 4/27/2022

**Attendees:** Patrice Abate, Walter Grom, Sarah Murphy (Library Director), Sandy McReynolds (Historian), Kathy Nichols-Tomkins, Clifford Oliver Teri Pendergrass, Dave Wever

Also in attendance KC Scott (staff member), Aaron Northrup (prospective board member), Mary Ann Spiezio (prospective board member)

1. Call to order 7:00 p.m.
2. Board action items
  - a. Approval of proposed March 16, 2022 Minutes (separate document) noting one change (measurement for shades was done by library staff not the company the company that quoted the shades). Approved with noted change.

***Teri makes motion to approve the minutes. Kathy seconds. Board approves.***

3. Board committee reports
  - a. *Facilities Committee* (Dave, Teri, Paul)

The company that previously quotes the shades/blinds for the library (Thomas W. Raffety) will not be providing the shades. An alternate company, Rand Window Fashions, is being considered on the recommendation of Todd Girvin. We will work with them to get a quote. These shades are part of a previously approved NYS grant that covered grants for all exterior windows with the exception of the lobby. The cost will likely exceed that figure significantly. The grant was also to cover a sign in the front of the library so decisions will need to be made on covering the cost of the shades and covering the cost of the sign.

Colby will be coming to the library to make the minor repairs that we need (fix cap shingles, replace missing screws) soon. We will also start to get estimates on the cost of roof replacement which is likely to be necessary in approximately 3 years. We will explore potential grant opportunities though most grants cannot be used for maintenance. Would we consider solar panels? A metal roof? These options will be considered.

Facilities committee will get price quotes to repaint the community room and the rest rooms.

b. *Events Committee* (Kathy, Patrice)

Plant sale to happen on Saturday 5/7. KC has organized the entire sale and provided details.

c. *Finance & Fundraising Committee* (Ellen K., Ellen L., Paul)

Kathy updates us on quilt raffle going on from 4/28 through 9/12. Tickets are \$10 each. The board reaches the decision that in the case of this fundraiser library staff and library board members are not eligible to win but the families of staff and board members can purchase tickets and would be eligible.

d. *Policy & Audit Committee* (Paul, Patrice)

Patrice has received quotes to conduct either an Internal Control Study (from our current accounting firm Cusack & Co.) or a Full Audit (conducted by the SALS auditing firm UHY LLP). The Internal Control Study will cost between \$1750-2500. The full audit would cost between \$15,000-20,000. Patrice asks the board if we can put off this decision until the May meeting so that it can be discussed with Paul who chairs the audit committee.

2. Vote on proposed changes to Bylaws. Teri has some minor suggestions that the board accepts. Revised bylaws will be sent to board members to record the votes on the final changes.

3. Discussion of Room booking policy/ insurance/ liability. Board decides to take a closer look at the room booking policy. Also the waivers and liability forms for those attending programs at the library held by outside groups.

4. Update on Strategic Planning Committee including details of 5/2 focus group at the JRSR HS Media Center. Upcoming focus groups with seniors, homeschool families, local businesses, not-for-profits, etc. scheduled in the month of May.

e. *Board Recruitment Committee* (Cliff, Patrice)

Aaron Northrup and Mary Ann Spiezio are both in attendance. Both are terrific prospective board members who would be great additions to the board.

4. Gill Room Report (presented by Sandy McReynolds, Historian)

FB:

585 Likes (-2)

622 Follows (-2)

New Requests:

- 1 house history
- 2 genealogies

Other:

- Finished the 3 week DHPSNY course. Will begin another course in June which is an overview of policy and planning documents for collections care.
- Ken Perry has donated his notes and records that he compiled while researching his books on area black history.
- VFW Aux. has donated a random collection of papers left there by a member years ago dealing with William Tefft.
- Al Cormier, deputy historian for Salem, has given us papers pertaining to an individual that eventually settled Bald Mt.

Hours: March 15 - April 26, 2022

**Name Gill Room Hours Outside Hours**

<b>Claudia</b>	<b>5.25</b>	
<b>Wallace</b>	<b>12</b>	<b>5</b>
<b>Roger</b>	<b>12</b>	
<b>Nancy</b>	<b>11.75</b>	
<b>TOTAL HOURS:</b>	<b>41</b>	<b>5</b>

**PATRON USE:**

**9.75**

- 5.
6. Friends of the Greenwich Library Report (Ellen not able to attend to due Wi-Fi issues)  
Ellen has been working with the Friends and we are to arrange a meeting where board members will meet with the Friends members in early to mid May. Will hold a casual breakfast at 10am on a Thursday to review their space and see how board can support them better.
7. Treasurer's Report (Ellen F. not present due to travels.)
  - a. Board votes to Approve Monthly Transactions  
  
***Kathy makes motion to approve the minutes. Teri seconds. Board approves.***
  - b. Discussion of final tax forms filed. 990 has been filed. There was a small error in the accountant's report that stated the library "did not" need to file the 990. That was written an error and Cusack & Co. will change the wording for next year.
8. Library Director's Report (presented by Sarah Murphy, Director)

**Greenwich Free Library - Director's Report to the Board– April 27, 2022**

**Statistics:** Check outs – 2,476; Borrowers – 381; Holds Satisfied – 598; New Cards Issued – 9; Computer sessions – 138; WiFi uses – 489; Cossayuna WiFi – 31; Overdrive checkouts – 261 ; Kanopy – 55 Plays; Visitors to the library (door count) – 2279; Community service sessions – 32; Community service attendees – 242; Library programs/events – 7; Library program/events attendees – 94; Volunteer hours - 148

[Newsletter sent April 21](#)

**KEY PRIORITIES:**

**Literacy Education Goal:** *Enhance and expand programs that provide community members with more broadly defined literacy-based learning opportunities*

- Story hours: Emily and I have hosted three weekly story hours so far, and plan to continue the Thursday weekly event in May. Attendance so far: 18 kids under 5; 17 caregivers
- Last month we talked briefly about technology workshops for seniors. This is something I'd like to pursue, perhaps over the summer? Would love input.
- Goal for May: I'd like to more heavily promote Overdrive with the goal of seeing eBook checkouts rise
- Little Free Libraries: Eagle Scout project is picking up steam. We have design themes for the public to vote on this week; building will take place May 7 and 8, with the goal of installation happening before mid June. We could still use 1 or 2 more volunteers to make a LFL
- Opportunity to participate in Comfort Food Community and SALS Farm 2 Library

**Lifelong Learning Goal:** *Create innovative learning opportunities for community members of all ages*

Programming updates:

- April 5: "The Sorrow Songs" with MaryNell Morgan (Head count: 45)

- Coming up in May: Author Paul Murray on May 12th

**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.*

- See Gill Room report
- Sandy’s workshop on 4/2 was excellent (Head count: 13)

**Community Engagement Goal:** *Improve service of, integration into and recognition by the community*

- 20 Households have signed up for composting. As of March 31, our program has diverted 133.4 pounds of organic waste from ending up in landfills. Bill of AWF will do a free program here on May 22, live with worms!
- We are continuing to co-host coloring and boardgame events with Battenkill Community Services, every other Wednesday through April and May.
- Other events coming up: Outreach at Comfort Food’s fundraiser on May 14, I’m looking for at least one volunteer to join me.

**Facility Enhancement Goal:** *Provide a comfortable and welcoming physical environment that supports our programs and services.*

- Submitted SALS Construction Challenge Grant application for \$5,000

**Other:**

- 2021 Form 990 was completed and our eFile authorization has been sent in
- Our Annual Report was reviewed by DLD, and there were a few minor requests for changes, mostly about board terms. Specifics can be found in the Annual Report folder.
- Greenwich Free Library will join the Comfort Food / SALS Farm 2 Library program. We need to purchase a refrigerator for the program. The recommended fridge is showing as “available” at Lowes.

**Patrice makes motion to approve the purchase of the refrigerator for the Farm 2 Market program. Kathy seconds. Board approves.**

- Sarah has been conducting the search for a Youth Services Coordinator. She has five excellent candidates. She will conduct 30-minute phone interviews with each.

9. Period for Public Expression
10. Old Business
11. New Business
12. Dates of Future Board Meeting Calendar-Next meeting scheduled for May 18, 2022 at 7:00 pm in the Community Room
13. Executive session
13. Adjournment 8:20 p.m.