

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

MINUTES

MAY 2022 MEETING

Regular Monthly Meeting (In-person w/ Zoom option)

Wednesday 5/18/2022

Attendees: Patrice Abate, Ellen Fronhofer, Ellen LeCompte, Sandy McReynolds (Historian), Kathy Nichols-Tomkins, Clifford Oliver, Teri Pendergrass, Dave Wever

1. Call to order 7:20 p.m.
2. Board action items
 - Approval of proposed April 27, 2022 Minutes (separate document) without changes.
Teri makes motion to approve the minutes. Cliff seconds. Board approves.
3. Board committee reports
 - a. *Facilities Committee* (Dave, Teri, Paul)
 1. Update on exterior sign. Board was not impressed by the sign design proposed for the grant. There is also a question of whether it would meet the requirements of the Village as there were questions about other businesses on the street and sign placement/sign. The facilities committee will look at alternatives including looking at something at ground-level that fits the current aesthetic of the library or modifying our existing sign with some type of lettering system on the lower part where a message could be changed. We have one year to use the money remaining in the grant that covered alarm system/shades/exterior sign.
 2. Dave Wever is still waiting for the minor repairs to be made on the roof. The cap shingle needs to be fixed and a piece of copper needs to be screwed into place to complete this repair/maintenance.
 3. Teri is arranging a meeting/presentation with Rand Window Fashions.
 4. Sarah had mentioned that we should consider purchasing Adirondack Chairs for the rear of the library. She is suggesting 6-8 chairs so that patrons can use the green space behind the library. Ellen F. is able to get reduced pricing from Fort Ann Shed Shop due to her relationship with Common Roots. Poly Adirondack

Chairs (that fold for storage) would be available at a cost of \$275 plus tax. This would put the cost of the furniture at approximately \$2200.00 plus tax. Another option would be to get plastic chairs at a cost of approximately \$35 each but there is concern about storage and durability.

5. Facilities committee will get estimates to paint both the Community Room and the restrooms. Estimates will be requested from Peter Maine and Steve Peltier. There may also be a need to replace the ceiling tiles in the restrooms.

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

Raffle tickets for the donated quilt are currently available for sale. The raffle has been active for 3 weeks and 6 tickets have been sold. The fundraising committee will look to sell tickets at the Battenkill River Festival as well as Whipple City. Board members have been asked to sell 5 tickets each.

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

Vote to accept the proposal from Cusack & Company CPAs to compete an Internal Control Study at a cost of approximately \$2000.

Cliff makes motion to approve the minutes. Ellen seconds. Board approves.

2. Discussion of board terms as outlined in charter being voted on annually. Kathy will explore what the DLD requires and in what format. By laws will need to reflect the original charter of the Library. Basically, all terms must start in January and end in December. When a trustee join the board mid-year the trustee will join from the current month through December of that year. Then, at the annual meeting in January, the new trustee will be voted in for a full five-year term.

3. Discussion of room booking policy. We will ask a lawyer to review our policy and get specific language and recommendations to strengthen the policy. Patrice will bring our proposed changed to Jim Cox

e. *Personnel Committee* (Kathy, Paul, Dave)

- f. On May 2, 2022, four members of the Greenwich Free Library Board of Trustees Personnel Committee (Patrice, Abate, Kathy Nichols-Tomkins, Paul Thurston, and Dave Wever) met with the Library Director Sarah Murphy for her six month review. Sarah was provided a draft annual evaluation form to review. The form was borrowed from the [Mid-Hudson Library System](#) and contains multiple questions for areas in Customer Service and Community Relations, Organizational Growth, Administration and Human Resource Management, Financial Management and Legal Compliance, and Board of Trustee Relationships. The Trustees asked Sarah to identify questions on

the form that she would like to focus on and then use those items to develop a performance plan for the remainder of this year. The Personnel Committee intends to further revise the form for future use, once the Strategic Plan has been finalized. Trustees offered to create an internal survey for staff and volunteers that would allow them to provide anonymous feedback to the Library Director. Sara enthusiastically accepted and volunteered to identify questions and points of information for which she desired feedback. We will collect responses from staff, volunteers, and trustees in December of 2022. Sarah can then use this information when developing her performance plan for 2023.

g. Strategic Plan Update

Strategic Plan Committee will meet again on 5/25 at 6:30 p.m. Draft summaries will be available for the focus groups that have been held with different community groups in the month of May

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

Gill Room Report May 2022

FB:

588 Likes (+3)

625 Follows (+3)

New Requests:

- Eddy Plow equipment booklet/images
- Hal Ketchum articles

Other:

- The walking Fire Tour will be making its return to Whipple City Days. Tentative date and time, Saturday June 18th, 10am. I'll start announcing/advertising it officially within the next three weeks.

Hours: April 27 – May 17, 2022

| Name | Gill Room Hours | Outside Hours |
|----------------|-----------------|---------------|
| Claudia | 5 | |
| Wallace | 1 | 3 |
| Roger | 2 | |

| | |
|---------------------|--------------|
| Nancy | 3.75 |
| TOTAL HOURS: | 11.75 |
| PATRON USE: | |

5. Friends of the Greenwich Library Report (Ellen L.)

Ellen L. attended a webinar on library Friends’ groups. She learned of many fundraisers that are popular with Friends’ groups in our area. Patrice and Teri visited the Friends’ to let them know they can expand their space into the conference room next to the Friends’ room once the new youth service’s coordinator is hired and has a chance to inventory what is currently stored in that meeting space. The Friends’ understand it will still function as a meeting space but they would be able to use the shelves to expand their offerings.

A meeting will happen in the coming week where the Friends’ will discuss what they would like to do for a sale during Whipple City Days and how the Friends’ would like to approach fundraising in the future. Will they assist with the quilt raffle? Tree festival? Would they like to be involved if we are able to do something outside of the library on Whipple City Days?

6. Treasurer’s Report

a. Approval of Monthly Transactions (separate document)

Teri makes motion to approve the minutes. Cliff seconds. Board approves.

Mention is made that a few of our budget categories are slightly high for this point in the year. Ellen makes the point that the budget is simply a guide and that she will sit down with Sarah at the 6-month point in the year and review where they are with various categories.

7. Library Director’s Report (provided by Sarah Murphy, Director)

Greenwich Free Library - Director’s Report to the Board– May 18, 2022

April Statistics: Check outs – 2588 ; Borrowers – 372; Holds Satisfied – 528; New Cards Issued – 9; Computer sessions – 131; WiFi uses – 483; Cossayuna WiFi – 69; Overdrive checkouts – 260 ; Kanopy – 72 Plays; Visitors to the library (door count) – 2401; Community service sessions – 25;

Community service attendees – 195; Library programs/events – 8; Library program/events attendees – 114; Early Childhood programs/services – 4; Early Childhood attendees – 39; Volunteer hours - 145.75

Newsletter sent May 19

KEY PRIORITIES:

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

- Story hours: continuing on Thursdays 3-4
- Little Free Libraries: Eagle Scout Troop constructed our three libraries, and we are finalizing places to put them.
- Farm 2 Library: the fridge has arrived, and we will begin picking up food when we get the go-ahead from Comfort Food, either next Thursday (May 27) or the following (June 2). We will develop a way to tally users of the program and to promote adult and family literacy.
- The Kindergarten classes will be visiting the library in early June

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

Programming updates:

- Author Paul Murray on May 12th (head count 14)
- Next up is children's book author Joe Bruchac on June 5
- Staff member Emily Gates is coordinating a 4-day long "Build a Book" Workshop in late June for ages 8 and up

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

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

- Great turnout and lots of good will at the Plant Sale and at the Paint & Fly Birdhouse painting event
- I attended Comfort Food's fundraiser on May 14, and provided some children's outreach. It was a great way to connect with some families we see in the library regularly and others who don't make it in as often.
- Worm Farm Program: Sunday May 22
- Summer Reading will launch during Whipple City Days

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

- Received the SALS Construction Challenge Grant for \$5,000! We are moving forward on the display shelving and table.
- I've heard from a number of people that they are eager to see what we do with the outdoor space. Regardless of long-term plans, I hope that we can provide some seating this summer!

8. Period for Public Expression (No public present)

9. Old Business

10. New Business

11. Dates of Future Board Meeting Calendar-Next meeting scheduled for June 15, 2022 at 7:00 pm in the Community Room (with virtual option of permitted).
12. Adjournment 9:20 p.m.

Digitally signed: *Clifford Oliver*