

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

MAY 2023 MEETING MINUTES

Regular Monthly Meeting

Wednesday, May 17, 2023

7:00 pm

Community Room

Attendees: Patrice Abate, Sarah Murphy, Mary Ann Spiezio, Teri Pendergrass, Dave Wever, Sandy McReynolds, Tony Jordan, Cliff Oliver, KC Scott, Ellen Fronhofer, Sydney Nichols

1. Call to order 7:02 pm
2. Board Action Items
  - a. Approval of proposed April 19, 2023 Minutes (separate document)  
**Cliff made a motion to approve the March meeting minutes. Dave seconds. Board approved.**

3. Board Committee Reports

- a. Facilities Committee (Aaron, Dave, Paul, Teri) – Teri said that the front sign is almost complete. It will have one less line than the original to allow 4” letters. They were asked to install this sign as soon as it is ready and to not wait on the enter/exit signs. Dave said that there is a wire out there for the sign. It is not connected to a timer, but to a breaker which means it will be on all the time. There are options to put it in a timer or we can put a receptacle on the aluminum pole out there as we can bring power right up through it and then we can put an old mechanical timer on it or switch. The receptacle would be nice for holiday lights and other purposes. We could wrap the pole for about \$100 to make it look more attractive. We can wire the new sign first and then make additions later.

Sarah is waiting to hear back from NYS about whether or not we need an amendment to scope for the grant. She feels that we may not need to do this since it is all related to sign and it is using our matching funds. We can also apply for one more extension, which we would rather not do. She submitted the estimate for the main sign, the lighting of the main sign and the entrance/exit signs.

Dave mentioned that the main electrical closet is full of a lot of stuff we won't use. There are also a lot of other things in there, including some hand tools and extra flooring. Who would decide what to toss? Sarah said she went through it with Dan Fisher and they did get rid of some things, but there was a lot of things they just didn't know. Patrice suggested we get together some Wednesday morning and whoever can come should show up. Dave will come up with a date and time that

works for him in the next month and Patrice and Teri plan to come in too. KC said she would also come in. Sarah mentioned that there is a spring cleanup this weekend, for furniture and mattresses (not paints and electronics).

Painter came back this weekend and he couldn't find the paint to fix the wall. We may have to buy another gallon of paint. Lights are cleaner. Sarah suggested we put another picture rail on the wall that doesn't already have one. We would like to get back to hosting art shows.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – Plant sale raised \$1,910.50. We only budgeted \$1,000. Annual appeal has raised \$10,358 to date. Letters went out at the end of March. Sarah developed an infographic and set up a PayPal giving site. If Board members are willing to send the information out digitally would be helpful. June 21<sup>st</sup> is the proposed end date for the annual appeal. Ellen suggested a donation jar at our events this summer. Bake sales with donation jars for Memorial Day parade and Whipple City Festival. At the Festival we should get a commercial permit so we can sell tote bags and water bottles, which we already have. Friday night of WCF we will do a bake sale and we are also applying to be in the Whipple City Parade. All money raised during WCF can be put toward the annual appeal.
  - c. Material Review Committee (Cliff, Patrice, Paul) – May 23<sup>rd</sup> there is a webinar from 2-3 pm about book challenges that Patrice has signed up for, put on by the Capital District Library Council. Any Board member who would like to attend is welcome to. It would count toward for required education credits.
  - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – We are going forward with Narcan and reviewed the Good Samaritan Coverage. We also have a MOU that needs to be submitted. All Board members were asked to review them and provide comments to Sarah by the end of the week. Sarah will fill them out and submit them. Grant for defibrillator is due in September, so there is time on that.
  - e. Board Recruitment (Cliff, Patrice) – Cliff suggested Christian Purcell, who just moved to the area about six months ago, would be a good addition to the Board. He will invite him to a meeting.
  - f. Personnel & HR Committee (Mary Ann, Paul) – We hired Warren Schultz as our Library Assistant. Warren has worked in public libraries in the past and he also subs at the school. It is working out well so far.
4. Gill Room Report (presented by Sandy McReynolds, Historian)

FB:

601 Likes (-1)

651 Follows (-1)

Requests:

- History of Battenville
- Information on Hyatt family in Battenville
- House history/photos 6 Barber Ave.
- Washington County historic survey maps
- Revolutionary War/GRN

Other:

- Bonnie Hoag has donated material from her family
- GCS has donated yearbooks, will sort through and rehome any we don't need

Hours: April 20 – May 16, 2023

Name	Gill Room Hours	Outside Hours
Claudia	6	
Wallace	2	
Roger		4
Nancy	6	
Total Hours	18	
Patron Use	7	

5. Friends of the Greenwich Free Library Update – Sarah talked to Ellen and she will be here this Saturday. The Friends have taken on the full award of the scholarship of \$250 for a senior at GCS. Patrice suggested Megan Cronin because she has volunteered at the Library and the Board all agreed.
6. Treasurer's Report – Review of the transaction report. We did have a large payment for the accounting work that was done, but no other large expenses. We got a Nintendo Switch that was funded by the Women's Auxiliary of the American Legion and it is being used in the Teen Lounge and at our Gamer's Café. Dave made a motion to approve, Cliff seconds, all in favor.
7. Library Director's Report – Sydney gave us a preview of what the new web site will look like. The next step is the site map, what pages we have and what is on those pages. There is a lot on the site currently that we can get rid of.

Lifestyle magazine discussion advertisement. Sarah will ask the Friends if they are interested in helping out. We can probably find the money, but we do not have money specifically budgeted for this type of expense. Cost for ¼ page ad would be \$275. Sarah will pursue this further.

**Greenwich Free Library - Director's Report to the Board- May 17, 2023**

**April Statistics:** Check outs – 2,573; Borrowers – 420; Holds Satisfied – 508; New Cards Issued – 11; Computer sessions – 187 ; WiFi uses – 456; Cossayuna WiFi – 115; Overdrive

checkouts – 363; Kanopy Plays – 167; Visitors to the library (door count) – 2,104\*; Community service sessions – 36; Community service attendees – 316; Library programs/events (general) – 16; Library program/events attendees – 370; Early Childhood programs/services – 12; Early Childhood attendees – 261; Volunteer hours - 163; Farm 2 Library participants – 228; pounds of food waste diverted for compost – 437

\*The Door Count is a conservative estimate because at the end of the month we discovered that the counter was not working. It's fixed now, but we don't know how long it was out. We had a number, and I doubled it to come up with the estimate, but the true door count was likely much higher, though lower than in March.

Statistical highlights and wonderings: Our Overdrive checkouts include reciprocal lending from three outside library systems: Upper Hudson, Mid-Hudson, and Mohawk Valley. However, most patrons probably don't realize that they have access to those collections, so we need to promote that more.

## **STRATEGIC PLANNING GOALS:**

### **Public Promotion**

#### ***A1 Comprehensive communications strategy:***

- Website: Sydney has a mock-up of the future homepage to show at the meeting, and we are seeking comments.
- Press and PR: The Greater Greenwich Chamber of Commerce will be publishing a yearly magazine and directory. The first issue will be published in early July. They will run some editorial content and events, so we can highlight what we have planned for summer reading, but they've also indicated that they will give editorial preference to those who advertise. It may be worth purchasing a quarter-page ad.

#### ***A2 Expand patron base; A3 Outreach services:***

- The Kindergarten classes will come to visit the library in early June, and library card applications have been sent home
- At the town's and village's request, I performed some outreach at last Saturday's Comprehensive Plan event

### **Programming**

#### ***B1 Programs that fulfill patron needs***

- We have scheduled a second Unpacking Back Pain event because the first was so full. June 7
- A student-organized group has started up on Monday afternoons, Chess Club, and has so far been well attended

#### ***B2 Give local artists, writers, creators, and experts a platform:***

- Bonnie Hoag will return on June 1st for a poetry reading event
- Local painter Rachel Truax has started painting the windows to help us celebrate summer reading
- Now that the Community Room has been painted, we need to install a picture rail on the wall where it is missing, and begin hosting art shows again

## **Partnerships**

### **C1 & C2 Local not-for-profits; Local businesses and entrepreneurs:**

- Representatives from Lucky Puppy in Argyle and Salem's Community Cats will join us for the Dog Library event on May 20th.
- Argyle Brewing will return to sell brews at our Dog Library event on May 20th, and we have just made arrangements with On a Limb bakery and cafe to purchase snacks from them.
- We are preparing to participate in the Whipple City festival. Both in the parade, and as a vendor on Saturday. If we apply as a "commercial" vendor we could sell tote bags and other merch. Proceeds could go towards our annual fund.
- I will be looking to partner with Main Street businesses and especially empty storefronts to create summer reading-themed window displays around town.

## **Place**

### **D1 Using the space we have**

- A few groups have been making more use of our downstairs Large Meeting Room lately; Battenkill Community Services has hosted some lunches and movies, and a storytelling group has begun to book the space twice monthly.

### **D3 Enhance outdoor spaces**

- The Adirondack Chairs are back outside, and already getting use. We will add our Dog Library to the backyard. It's about 24" by 18" and not very tall.

### **D2 Building and System Maintenance**

- See Facilities report

## **OTHER**

### **Fundraising**

- **Annual Appeal:** We have so far raised \$10,358 towards our goal of \$17,500. [Here is the infographic I have created.](#) Those who feel able are encouraged to share this on social media with a personal pitch. The link to donate is [here](#).
- The **Plant Sale** was a huge success bringing in \$1,910.50 - enormous thanks to KC and all the volunteers and donors who made it possible.

### **Public Vote**

- The library proposition passed at yesterday's vote, 326 to 111.

8. Period for Public Expression - none

9. Old Business - none

10. New Business – none

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for Wednesday, June 28, 2023

12. Adjournment 8:07 p.m.