

GREENWICH FREE LIBRARY

BOARD OF TRUSTEES

SEPTEMBER 2023 MEETING MINUTES

Regular Monthly Meeting

Wednesday, September 20, 2023

7:00 pm

Basement Meeting Room

Attendees: Patrice Abate, Sarah Murphy, Mary Ann Spiezio, Sandy McReynolds, Dave Wever, Paul Thurston, Ellen Fronhofer, Tony Jordon, KC Scott

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

3. Board Committee Reports

- a. Facilities Committee (Aaron, Dave, Paul, Teri) – Regarding the HVAC maintenance contracts, it was discovered that we have a dehumidifier and there were issues with how it is set up. We just need ours set up properly. Dave sourced quotes from Superior Coop, Roland J Down and GA Bove. Superior is the middle bid, but they don't know what to do with the heat recovery systems. Other contractors were fine with them. Roland J Down was responsive when Dave reached out to all three with another issue, so he thinks they are our best choice. It would be \$1,875 for a maintenance contract with Roland J Down. Superior was about the same price and Bove was more expensive. Dave made a motion to sign a contract with Roland J Down, Ellen seconds. Board approved. Sarah will execute the contract with Roland J Down.

There was discussion about where to mount the old Library sign. Dave is going to measure the wall downstairs in the meeting room in the basement. The stairwell is another good option and would be visible from the Library.

Faucets in the two upstairs bathrooms are in rough shape and Dave had to do some work on them for a short term fix. He started looking at paddle faucets, which are ADA compliant, are about \$102. Sarah suggested asking Lisa if we could incorporate some bathroom improvements in the community room grant.

- b. Finance & Fundraising Committee (Mary Ann, Patrice, Paul) – We are being included in the Town budget proposal again this year for \$30,000. Paul provided an update on the Easton Library meeting. Four members of their Board and the Librarian attended, and Paul explained why we were looking for a stable, single source of funding that could be paced for inflation. They were generally supportive and recognized that our situation is different from theirs as most of their funding is

provided by the Town of Easton. We would be the only library in Washington County that would be a single source funding. They asked if we would hold a marketing campaign on this issue, but Paul said we would just include a paragraph in the flyer that the school puts out. We need to make an appointment with Troy Tyler, the Business Manager at the school, as well as the new superintendent to seek their advice and explain what we are thinking.

- c. Material Review Committee (Cliff, Patrice, Paul) – Sarah mentioned that 2022 was a record year for book challenges in the US.
 - d. Policy & Audit Committee (Mary Ann, Patrice, Paul) – No report
 - e. Board Recruitment (Cliff, Patrice) – We are going to need a new Treasurer and a new President for the Board. Everyone needs to please give some thought to that.
 - f. Personnel & HR Committee (Mary Ann, Paul) – We will have to begin thinking about Sarah’s annual review.
4. Gill Room Report (presented by Sandy McReynolds, Historian)

FB:

Likes: 606

Follows: 659

Requests:

- Business info on Boehringer Zenith tv and radio
- Location of Gibbons Farm in Rock Hill
- Property info, 49 Ray Road
- Past usage of Flynn Brothers property

Other:

- Guidance in how to scan a fragile diary
- Notified old yearbooks were at a local consignment shop (we don’t need—I thanked them anyways)
- Working on a program with KC and Ken Perry on the Lowber Lime Kilns in Bald Mt. Program scheduled for October 29th, 1PM

5. Friends of the Greenwich Free Library Update – They are considering adding a second Saturday book sale. They are working on a calendar for the Library, with some art work and library events.
6. Treasurer’s Report – Review of the transaction for the month of August. Patrice **made a motion to accept the Treasurer’s Transaction Report. Dave seconds. Board approves. Next moth we will have quarterly vs budget.**

7. Library Director's Report –

August Statistics: Check outs – 2883; Borrowers – 471; Holds Satisfied – 539; New Cards Issued – 18; Computer sessions – 165 ; WiFi uses – 439; Cossayuna WiFi – ; Libby checkouts – 339; Kanopy Plays – 82; Visitors to the library (door count) – 3343; Community service sessions – 24; Community service attendees – 195; Library programs/events (general) – 29; Library program/events attendees – 640; Early Childhood programs/services – 10; Early Childhood attendees – 127; Volunteer hours - 182; Farm 2 Library participants – 203; pounds of food waste diverted for compost – 720.6

Statistically, August was a strong month. Our door count was the second highest of the year so far (March was #1), and because of the Endless Summer Party and Music at the Library (at the Gazebo), our general programming number is the highest of the year so far.

STRATEGIC PLANNING GOALS:

Public Promotion

A1 Communications

- Sydney Nichols, our communications contractor, has been working with Jack Scott from SALS on the new website. Jack is working on some home page tweaks, and Sydney is continuing to set up pages based on the plans we made earlier in the year. We should have something to show for the next meeting.

A2 Expand patron base; A3 Outreach services:

- September is Library Card Sign-Up Month. We've posted some information and created custom "Proud Library Card Holder" stickers to encourage participation
- We were pleased to help support a community service project at the school - welcome bags for new students. We included flyers, bookmarks, and library card apps.
- Emilly Sargent and Emily Gates will tabling at a wellness community fair at Greenwich schools this Thursday

Programming

B1 Programs that fulfill patron needs

- [September programs and events](#) are all listed on the calendar. We are gradually returning to our regular morning and after school programs. outdoor movie collaboration with the Greenwich Youth Center and Reality Check.
- Summer Reading conclusion: 203 people of all ages read 264,454 pages as of 8/30/23

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

- Our second-to-last Music at the Library event will be next Tuesday, 9/26 with violinist David Wong. Casa Reyes will once again be there with tacos.
- Artist Laurie Miles will be installing her show, *Internal Geographies*, which will run in the Community Room from Oct 2 -20, and an opening reception is planned for Thursday Oct 5.

Partnerships

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

- We hosted several community partners at the Endless Summer Party: Comfort Food Community, Greenwich Youth Center, Reality Check (AHI), SAIL (Southern Adirondack Independent Living), and Battenkill Conservancy.

- Reality Check and the Youth Center will return for a collaboration with Emily Gates: Kick Off Spooky Season with an outdoor “smoke free” screening of *Casper* on Friday 9/29
- I have been invited to attend a meeting of the local Lion’s Club this Thursday evening. I will be presenting on our programs and initiatives and pitching some ideas for collaboration and funding opportunities.

Place

D1 Usage of all library areas

- Lisa Hayes will be visiting on Friday 9/29 from 9-10 AM to discuss preliminary plans for the Community Room construction project. Many staff members are able to attend, and I hope that some board members can come as well.

D2 Building and System Maintenance

- See Facilities report

OTHER

Fundraising

- **Annual Appeal:** As of 9/19 we have raised \$17,799.75 towards our annual appeal, which exceeds our goal! We also have 100% Trustee participation, so thank you.

8. Period for Public Expression – No members of the public in attendance

9. Old Business - none

10. New Business – We need to replace some of the desktop computers in the Library. There is a specific process for acquiring new computers through a group order. Sarah has asked the SALS business office if there is a way to have one invoice in 2023 and a second invoice in 2024. It would allow us to plan for the expense in 2024. We can afford this in 2023 because our income is greater than we budgeted. Each bill would be \$5,426 (we are replacing a total of 8 of our 16 computers). Going forward, we should budget the replacement of four each year. Patrice made a motion to purchase 8 new computers with \$5,426 payable in 2023 and \$5,426 in 2024. Paul seconds. Board approves.

We had an issue with Marge’s computer crashing and we do not have an effective process for backing up our data. We can use SharePoint and OneDrive, tools that are already provided through JA. We will need to have JA to come in to do the training for us. We would close the Library early one day to offer this two hour training. Tony suggested we also hold a follow up training a few months later to reinforce the training.

We need to transition to QuickBooks online and Marge is looking into not for profit pricing for this tool.

11. Dates of Future Board Meeting Calendar – Next meeting scheduled for Wednesday, October 18, 2023

12. Adjournment - Paul made motion to adjourn, Dave seconds. Meeting adjourned at 8:35 pm.