

Board of Trustees Meeting Notes

Attendees: Robert Wunder, Lorraine Warriner, Nancy Orlopp, Julie Mullen

I. Call to order

Robert Wunder called to order the regular meeting of the Board of Trustees of the Greenwood Reading Center at 2:05^{pm}. The agenda was adopted by 4 votes. Prior meeting minutes were read by Nancy. Robert moved for approval, Lorraine seconded and it passed by a unanimous vote. No quorum was reached, so item voting will be held next month.

II. Period of Public Comment:

There were no public comments.

III. Treasurer's Report

- a) Report of Receipts and disbursements read by Nancy Orlopp
- b) Warrants

There were no warrants to report.

IV. Director's Report

(attached)

V. Old Business

- a) Still waiting for NYS Tax exemption number, new hours, coffee bar, updated configuration for improved workflow.
- b) Insurance was approved on provisional basis, pending the replacement of outdated circuit breaker box.
- c) Cell phone was donated, savings fund (capital vs. reserve) was discussed.

VI. New business

- a) Community Day (August 15): Lorraine appointed as liaison with the Give Back committee. Discussed plan for Community Day activities; book sale, lemonade stand vs. ice cream social.
- b) Vision/Mission/Values- Statements were read and discussed.
- c) Updating the Disaster Management Plan is ongoing, purchase of supplies is on hold, pending the tax exemption number.

VII. Period of Public Expression

No comments were offered.

VIII. Other Business

- a) Labor Law Posters need to be posted.
- b) Long-range plan of service needs to be enacted- it would be a 5-year plan with multiple goals covering every aspect of the organization. There is a template with appropriate goals that can be modified for our use.
- c) The director was asked to request a checklist of tasks to be completed before chartering.
- d) The Community Report is in progress; the State Survey of Reading Centers has proven an excellent outline. How to publish the report upon completion was discussed.
- e) This year marks our 40th anniversary; party planning was discussed.

IX. Date and Time of Next Meeting:

The next meeting is scheduled for May 14, 2026 at 2:00pm.

X. Adjournment

Robert Wunder adjourned the meeting at 3:15 pm.

Minutes submitted by: Nancy Orlopp

Minutes approved by: Robert Wunder

Director's Report

April 9, 2026

Petty Cash accounting: Beginning Balance: \$115.73 Spent \$35.10 on the folding table, ending balance: \$80.63

Visitors for the month: 107, Mystery Meal Attendance: 14, Coffee Bar Attendance: 11

Circulation: 29 Adult Fiction: (7 Large Print,) 2 Non-fiction, 18 Juvenile fiction, 1 Juvenile Nonfiction for a grand total of 57 (up by 19) books leaving the shelf.

30 people came in to use the computer, make copies, or send a fax. 4 people asked for assistance.

Our Google profile saw 44 people ask for directions, 77 people view our profile, and 3 people redirect to our website.

On Facebook, 291 people viewed our page a total of 2,167 times (down from last month.) 226 people reacted, commented or shared our posts. We have 80 followers (unchanged from last month.) Our largest traffic is on Fridays, when the most posts are created. Not posting the full column or notes has decreased readership on Facebook, so I will be returning to having the entire post instead of merely directing others to the website. 19 people read books on Libby.

Volunteers logged 6 hours total, but I keep forgetting to have them log in. There were 2 new library cards issued.

Our 990N form was filed with the IRS and has been accepted. The IRS also updated our information as well. We are still waiting on NYS for the tax exemption number.

Since the Tax assessor complained about our table being next to his window, the table and around half of our chairs have been placed into storage. I did purchase a folding table, which is folded up and stored on Tuesday evenings. Cheryl is aware that she is welcome to use the table, but that it has to be stored before she leaves on Wednesdays. The table is replaced on Friday at opening because so many of our patrons have complained about NOT having the table there.

We had 2 days of the new hours in March, and the new hours showed improved attendance. The coffee bar has also improved attendance. Having the telephone next to the computer and the printer closer to the checkout desk has improved workflow. The phone hasn't died once since it was moved!

We now have provisional insurance coverage, assuming that the town board acts quickly to replace the recalled electrical panel. I have alerted the board that our insurance requires documentation of the repair.

We received the donation of a really nice cell phone. It is set up and in place on the circulation desk. It has been installed with apps for weather alerts and warnings if evacuation becomes necessary. Since the

phone may have been donated anonymously, I hesitate to publicly thank the donor, but it sure is appreciated. I used the new phone to take pictures at the March Mystery Meal, and the camera is a much better quality than the one on my personal phone, which means our social media posts are also improved.

Per the suggestion in our last meeting, I looked into the creation and subsidizing of a reserve/savings fund. There are two types to consider; the capital fund and the reserve fund. Of the two, the reserve fund is the more flexible, as far as how the money can be utilized. Therefore, it is the director's recommendation that a reserve fund be established and a capital fund be considered at a later date, depending on the library's needs.

Some projects I will be working on in the month of April are: setting up the Library of Things, creating the Community Report for 2025, filing the Reading Center Survey with NYS, the Mystery Meal, and planning another youth event. All ideas are welcome!