

 **Location:**
 **Date:**
 **Time:**

Board of Trustees Meeting Notes

Attendees: Lorraine Warriner, Betty Jean Hink, Conrad Hink, Julie Mullen, Nancy Orlopp, Cheryl Hartranft

I. Call to order

Betty Jean Hink called to order the regular meeting of the Board of Trustees of the Greenwood Reading Center at 2:06(*pm*) The agenda was adopted by 6 votes. Prior meeting minutes were read by Julie Mullen. Betty Jean Hink moved for approval, Conrad Hink seconded and it (*passed*) by a unanimous vote.

II. Period of Public Comment:

No public comments were offered.

III. Treasurer's Report

- a) Report of Receipts and disbursements made by Julie Mullen and Nancy Orlopp.
- b) There were no warrants to report.

IV. Director's Report (See attached)

V. Old Business

- a) The board discussed plans for Community Day and upcoming activities.
- b) The Patron Behavior Policy, Library Code of Conduct for Meeting/Programming Spaces, Public Comment Policy, Conflict of Interest Policy, Vision, Mission & Values statements, Emergency Closure Policy, Records Retention and Disposal Policy were voted on and adopted by unanimous vote, all.
- c) The possible creation of a reserve fund was discussed, and tabled until the library's bank account is fully operational and in order.

 **Location:**
 **Date:**
 **Time:**

VI. New business

- a) Long Range Plan of Service, Whistleblower and Ethical Behavior Policy, Sexual Harassment Prevention Policy & Complaint Form were voted on and passed by unanimous vote.
- b) The Internal Financial Controls Policy was discussed and adopted, allowing the Greenwood Reading Center to open a debit account at C&N Bank in furtherance of taking control of our finances from STLS, now that the IRS 401c3 and NYS sales tax exemptions are in place.
- c) The need for a new coffee maker was discussed; Betty Jean Hink moved to purchase the new pot per the terms of the Foundation for Southern Tier Libraries grant. Conrad Hink seconded. Julie Mullen reminded all and sundry that said purchase cannot be made without our own debit account. The vote was unanimous, to open the account.
- d) The need to post the required labor laws posters was discussed, along with the 40-year anniversary party for the library, and the charter checklist. There is only one thing on the checklist of tasks in anticipation of charter, that is not marked off.

VII. Period of Public Expression

There was no public expression offered.

VIII. Other Business

Summer Learning Program was discussed; to encompass 6 Saturdays over the summer, with a sack lunch served.

Also discussed was the hiring of legal counsel with regard to building acquisition.

IX. Date and Time of Next Meeting:

June 11, 2026

X. Adjournment

Betty Jean Hink adjourned the meeting at 3:31(pm). Conrad Hink seconded.

Minutes submitted by: Nancy Orlopp

Director's Report

May 14, 2026

Petty Cash accounting: Beginning balance: \$80.63. Income: \$10.00 from copies, \$19.55 from Coffee Bar donations. Expenditures: \$0.00. Ending balance: \$90.63, petty cash with \$19.55 for Coffee Bar supplies.

Visitors for the month: 98

Mystery Meal Attendance: 11

Coffee Bar Attendance: 32

Patronage:

Adult Fiction: 6 Large Print, 21 Regular Print, 2 Non-fiction, 9 Juvenile Fiction 2 Juvenile Nonfiction, 1 Young Adult for a grand total of 41 books leaving the shelf. 35 people came in to use the computer, make copies, or send a fax. 20 people asked for assistance with library materials. Volunteers logged 4 hours total, and there was 1 new library card issued.

Our Google profile saw 56 people ask for directions, 78 people view our profile, and 12 people redirect to our website.

Website Statistics: 64 people visited a total of 93 times. Of them, 25 visits came by way of a search engine, 7 followed a link from Facebook, 54 visits were by typing in the web address or using a saved link.

Facebook Statistics: 1,300 views (45.9% from followers, 54.1% from non-followers,) 26 interactions, 88 visits to our page, and 4 new followers.

The volunteer sheet needs to be moved from behind the regular sign-in because our volunteers remember to log in at arrival, but sometimes forget to log volunteer hours. This is important because we need to start recognizing our volunteers' hard work, especially our juniors and seniors.

The NYS report has been completed and submitted. Our first ever Community Report is also finished, printed in hard copy and live on the website. Website construction remains ongoing, but its current iteration is at least user-friendly and workable. Goal for May: Create and post online a Community Quarterly for the first three months of 2026.

We now have an agreement in place with Workforce NY for a volunteer to come in. The agent will send someone as soon as she has a suitable candidate. This will work well on both sides; the volunteer will get experience that can be used on a job application, we will have the two people that NYS requires for

 **Location:**
 **Date:**
 **Time:**

safety and accountability, and we will also be able to begin building a pool of qualified and interested candidates for our next hire. Goal for May: have a volunteer assigned to us.

Planning for Summer Learning Program has begun in earnest. Much of the planning at this point is more structural than content. Current decisions are regarding pre-registration and structure of schedule. Once those things are in place, we can flesh out the curriculum. Goal for May: Finalize SLP plans and begin advertising campaign.

The Switch kit is on order from STLS for the first two weeks of summer vacation. The School's Out Summer Celebration will also hopefully serve to draw kids in for Summer Learning. Providing snacks on a regular basis is proving to be a successful draw, as our junior patrons usually sit down with a library activity while they eat. So far, I have seen that they are responsible with their trash and make a minimum of mess as far as crumbs are concerned. Goal for May: reach out to school library staff regarding summer reading goals.

The GRC Coffee Bar is proving to be an effective way to increase traffic into the library. Also, the new hours are also showing an increase in daily visitors. Goal for the coffee bar: guest presentation once per month.

At the STLS Summer Learning Program Open House, I was able to acquire a frame for social media posts, in furtherance of 1000 Books Before Kindergarten. Also, courtesy of Whitesville, we obtained progress charts for the children who participate. Since May starts the Pre-K registration process, it's a good time to start encouraging early literacy. Goal for May; encourage participation with an eye toward beginning an early literacy group.