



Board of Trustees Meeting Notes

Attendees: Robert Wunder, Lorraine Warriner, Nancy Orlopp, Betty Jean Hink, Conrad Hink, Julie Mullen

I. Call to order

Betty Jean Hink moved to called to order the regular meeting of the Board of Trustees of the Greenwood Reading Center at 7:08 pm The agenda was adopted unanimously. Prior meeting minutes were read by Nancy Orlopp. Conrad Hink moved for approval, Robert Wunder seconded and it passed unanimously.

II. Period of Public Comment:

N/A

III. Treasurer's Report

- a) Report of Receipts and disbursements
- b) Warrants
- c) Betty Jean Hink voted to accept report and pay warrants. Lorraine Warriner seconded, vote passed unanimously.

IV. Director's Report (see attached)

V. Building Committee Report

Cost of building materials for the porch and ramp was estimated at \$1,639.56. Conrad stated that he wanted compensation of \$3,000.00 for the labor. Cost of renovating the main room was estimated to be \$600 for materials not including electrical, plus the cost of restoring the hardwood floor (sander rental, sandpaper, sealant.)

Building materials drive donations: wire nuts, outlets, junction boxes, covers, metal stud plates, duct tape

VI. Old Business

- a) Rockathon: Current total collected was \$951, but not all money has been turned in yet.



VII. New business

- a) Fundraising; needs and ideas- Still need \$600 for the rest of the porch materials. Idea: Adopt-a-board fundraiser where patrons pay \$10 to 'adopt' a board, which will be inscribed with the name of their choice (within reason) and placed where everyone can see it after the porch and ramp are finished.
- b) We have the opportunity to host a Tai Chi for Mobility and Balance beginning in January; no planning has been done yet.

VIII. Period of Public Expression

N/A

IX. Other Business

2027 funding from School Tax Disbursement is expected sometime around the first of November. The board was reminded that the idea of creating a reserve account was discussed in the spring. Snow removal was discussed; hiring a handyman vs. contracting with someone.

Concern was expressed about beginning large building projects before officially closing on the building. The director suggested that smaller, low-budget projects be completed in the meantime; the plumbing, installing the bathroom, fixing the main room floor, removing debris in preparation of installation projects.

A revised budget for 2027 was submitted for board approval. Revisions were made to add line items for the bank loan payments and property taxes. Robert Wunder moved to approve; Lorraine Warriner seconded, and the budget was accepted unanimously.

X. Date and Time of Next Meeting:

November 9, 2026 at 7:00pm

XI. Adjournment

Betty Jean Hink moved to adjourn the meeting at 8:10 pm. Lorraine Warriner seconded. The meeting was adjourned with no dissent.

Minutes submitted by: Nancy Orlopp

Director's Report

October 12, 2026

Visitors for the month: 0

Mystery Meal Attendance: 7

Coffee Bar Attendance: 0

Volunteer hours: Volunteer hours limited to board and director for planning and early renovation work.

Patronage:

There was no circulation in the month of September.

Our Google profile saw 71 people view our profile. 45 people asked for directions and 7 people redirected to our website. 41 people looked us up by Google Maps.

Website Statistics: 44 people visited a total of 68 times. 29 visits came by way of a desktop computer and 39 visits were from a smart phone.

Facebook Statistics: 7,397 views (71% from followers, 29% from non-followers,) 540 interactions (169 likes, 24 comments, 41 shares,) and 11 new followers (137 total.)

The electricity to the new building was transferred to our account on September 1. I was not immediately able to file the tax exemption forms, so the first bill does reflect some taxes, but the appropriate forms were filed shortly after the first bill was printed, so we should not see taxes on the bill going forward.

In anticipation of our Drive-up Library hours, Lorraine and I moved around 30 boxes and bags of books into the new building from Sue's before the end of the month, including several open boxes, which show minor damage from cats.

There are still unboxed books in storage at Sue's, but these books are situated on shelves in a way that the cats are not bothering them. As time and boxes permit, I have been boxing up these loose books.

I received a notice in the mail from attorney John Dagon regarding the property purchase. The notice gave us a specific timeline for choosing another attorney before going forward. Since we do not want a different attorney, I chose to disregard the notice. We are currently waiting for the title search to return from the county. Bryan Bailey from C&N Bank requested an updated budget for 2027, showing us as paying the loan. I have completed the work and await final approval before sending it to Mr. Bailey. Mr. Bailey also emailed that the loan information has returned from the underwriter's, so he had more information regarding the monthly payments and closing costs, but we have been unable to connect by phone for that information.

The Drive-Up library hours started last week, with initial success. I will continue to hold Drive-Up hours as long as the weather holds, on Tuesdays and Thursdays from 2-4pm. I will also continue with work on the library as time and timing permit.

Karen Gates Smith who is also Director in Arkport, took over as Director of the Wimodaughsian Library several months ago. She has agreed that we should work together in partnership wherever possible, since a good working relationship with our sister library is of great benefit to both. I would like to formally and publicly welcome Karen, albeit belatedly, and I look forward to our partnership. Also, I did let her know that the tax disbursement money should come to us, and not STLS.

Kathleen Caudill from the Steuben County Office for the Aging has reached out to me about offering a "Tai Chi for Arthritis and Fall Prevention" class to adults age 60+ beginning in January. She already knew about our current situation, so no awkward explanation was necessary. It is a range of motion and balance class that is low impact and easy to do. I have been wanting to offer something along these lines for months, and I am excited to offer this to our patrons. We will probably need to arrange for an alternate site. The program would run from January through March, and be only open to those who sign up ahead of time. This is because it is cumulative, which means people would not be able to start later in the class.

October Goals:

Begin the budget process for 2028 (due to the school in February,) Complete the plumbing for the bathroom and kitchenette, hot and cold water supply lines.