



Board of Trustees Meeting Notes

Attendees: Robert Wunder, Lorraine Warriner, Nancy Orlopp, Gwen Knowles, Betty Jean Hink, Conrad Hink, Julie Mullen, Jayne McCafferey

I. Call to order

Gwen Knowles moved to adjourn. Lorraine Warriner seconded; The meeting called to order the regular meeting of the Board of Trustees of the Greenwood Reading Center at 7:11pm. The agenda was adopted unanimously. Prior meeting minutes were not read due to being unavailable.

II. Period of Public Comment:

Jayne suggested more lighting.

III. Treasurer's Report

- a) Report of Receipts and disbursements
- b) Warrants: STLS, Sue Smith, D&L Locksmithing

IV. Director's Report

See attached.

V. Old Business

- a) Bookmobile Contract: The Hornell Public Library offered their bookmobile on Mondays from 2-5pm, for the price of \$2200.00 per month. STLS offered to loan us a laptop and contract for a hotspot if we wanted to do a popup 'tent' time. The board unanimously voted for the popup hours. The director will move books into storage in the new building after the heat is turned on and begin 'drive-up library' hours ASAP.
- b)
- c)

VI. New business

- a) Purchase and renovation of property: Building committee was formed. Members will include Robert Wunder, Conrad Hink, and Julie Mullen. First order of business will be to have the heat turned on. Ceiling lights were discussed; LED panel lights would be most



cost-effective in the long run. Robert Wunder and Conrad Hink discussed the electrical service; run the wire and then have it inspected and hooked up by a certified electrician. Drywall vs. paneling was also discussed. Lorraine Warriner moved to have the building committee meet to evaluate needs, plan the renovations and form a cost analysis for the first section. Robert Wunder seconded, and the motion passed unanimously. It was suggested to ask the code enforcement officer come and offer guidance for what is required.

- b) Social Media policy; the need for the policy was brought up by the director. Copies of the policy are to be emailed to board members.

VII. Period of Public Expression

The Rockathon was suggested; we will need to do it before winter. There is a family program being hosted by the Historical Society on October 10 from 10am until 4pm. Lorraine Warriner said she would speak to the president of the Historical Society about the idea.

VIII. Other Business

It was suggested to look into Pizza Hut's Book-It program after we reopen.

IX. Date and Time of Next Meeting:

October 12 at 7:00pm

X. Adjournment

Gwen Knowles moved to adjourn. Lorraine Warriner seconded; The meeting adjourned at 8:17pm.

Minutes submitted by: Nancy Orlopp

A handwritten signature in black ink that reads "Nancy Orlopp". The signature is written in a cursive, flowing style.

Director's Report

September 21, 2026

Visitors for the month: 211

Mystery Meal Attendance: 9

Coffee Bar Attendance: 22

Volunteer hours: Estimated at over 80 (The clipboard got packed.)

Patronage:

Adult Fiction: 7 Large Print, 7 Regular Print, 0 Non-fiction, 1 Juvenile Fiction 0 Juvenile Nonfiction, 0 Young Adult for a grand total of 15 books leaving the shelf. 16 people came in to use the computer, make copies, or send a fax. 14 people asked for assistance with library materials. People logged on to Overdrive (Libby) 11 times for e-books or audio. There were 0 new library cards issued.

Our Google profile saw 138 people view our profile. 37 people asked for directions and 17 people redirected to our website. 37 people looked us up by Google Maps.

Website Statistics: 131 people visited a total of 175 times. 90 visits came by way of a desktop computer. 84 visits were from a smart phone and 1 from a tablet.

Facebook Statistics: 18,753 views (68% from followers, 33% from non-followers,) 1,620 interactions (418 likes, 45 comments, 45 shares,) and 39 new followers (125 total.)

Community Day saw 98 people stop in to tour the library, browse the books offered, and stop for a snack or beverage. As with Sumer Learning, some things went very well and other things could use improvement. All books that were not rehomed during Community Day were packed up and taken by an advocate for Little Free Libraries.

The Pack and Store party was a raging success, with more than 20 people coming to help us pack up and move our things into storage. It took only a few hours to have everything in storage. I have verified that everything that was brought in by or for the Greenwood Reading Center was removed from the building and have returned all collected keys to the Town of Greenwood via the drop box attached to the bulletin board.

All physical items are in storage but not all books are boxed, so I will bring containers for the loose books and crate them as time and materials permit. Having everything tarped has proven impossible, so Sue Smith at the cat sanctuary drew up an agreement which will protect her from blame for any damage that occurs from our use of the space and sets in writing the rent agreement for our use of the space.

A monthly rental agreement is also in place with Mr. Lowrey, which gives us legal access to the new property until we can close on it. We also have an account with NYSEG and the electrical service on under our account.

Attorney John Dagon has agreed to represent both the reading center and the seller for the purchase of the new property, barring any disagreement between us and the seller. They are also handling the purchase offer agreement. Their real estate specialist estimated that final closing would be in early November. The signed purchase offer has been returned to the attorney and a copy forwarded to the loan officer at C&N Bank.

We have not yet contracted with Hornell Public Library for the bookmobile. Other libraries have also enquired about it, so the HPL director and board needed to create a policy and a contract for other libraries to sign. Director Chilson worked with STLS staff to create a cost for it. Now that their policy is created, I'm told the bookmobile is ready to start as soon as we say the word. The tentative plan is for Mondays from 2:00 to 5:00pm.

The white cabinet was inadvertently locked during transit. On the advice of the locksmith, I tried and failed to jimmy it myself. He was able to open it for me, and is looking into buying a new 'barrel' which would have the keys. The bill in Warrants was for the house call only and discounted it as well. The cost of purchasing a similar unit from Demco would be around \$650, so having this one 'picked' was well worth the cost.

My initial September goals were to have the purchase agreement signed and sent in to both the lawyer and the loan officer, make certain that all necessary documents are sent in to NYSEG for tax exemption and non-profit purposes, repair books in the 'book hospital' in preparation of our reopening, take online classes through STLS for training purposes, contract with Hornell Public Library for the bookmobile and move appropriate items to the new building for use during the interim. All of these goals with the exception of the bookmobile and bringing some items to the building have been completed. I have taken classes, attended two directors meetings (Ingram pricing, & cataloging advisory,) and attended a summer learning program meeting at STLS. I have the Mystery Meal and another meeting scheduled for this month.