

Greenfield Public Library Board of Trustees
Minutes of 6/10/2025 Meeting
Conference Room, Greenfield Public Library

Meeting was called to order at 5:07PM.

Roll call: Trustees present –Jonathan Cohen-Gorczyca, Ann Dillon, Sarah Ahearn Bellemare, Doris Cowdrey.

Library staff present: Anna Bognolo, Lisa Prolman.

Friends representative present: Paul Jablon.

Public comment: None.

Approval of minutes from May 13, 2025 Meeting: On a motion made by Ann and seconded by Sarah, it was unanimously voted to approve the May minutes.

Friends' report: Paul Jablon gave the Friends report. Annual appeal goal increased to \$16K (previously \$14K) and donations are still coming in. The Friends will be hosting a gathering for Friends, Trustees, the Foundation, and library staff on June 25 at 5pm.

New business:

- **Trustee financial update:** Jonathan met with the City's Business Manager and obtained a summary of the trust account balances, including a breakdown of what is spendable. Currently, there is approximately \$374K in spendable balances among the various funds.
- **Strategic plan:** Anna is starting the strategic plan process and has drafted a tentative timeline. Currently she is working towards a January 2026 date. The first decision is who will be preparing the plan and whether the library should consider hiring an outside consultant (pros: independence, less bias in data collection; cons: cost). Anna will speak with other directors about recommendations and pricing.
- **Staff updates:** Marko has filled the 19.5 hour position and the 14.5 hour position will be listed shortly. All open positions should be filled by end of July.

Old Business

- **Flag policy:** Upon motion made by Sarah, seconded by Ann, it was unanimously voted to approve the Flag policy, as presented.
- **New copier:** Installed and working. Takes cash and credit for payment. Proceeds will be sent to the Foundation to help support annual service contract, which is being paid for by the Foundation. Jonathan to check if the Trustees need to formally accept the donation of the printer.
- **Update on viewing of film "Free of All: The Public Library":** Approximately 80 people attended the film's showing at the Greenfield Cinemas on May 19, 2025. Panel discussion followed with good questions/responses.

- **Room rental fees:** Proposed fee schedule for meeting room and conference room rentals presented. To be voted on at next meeting. These rates currently apply only to access during normal operating hours of library.
- **Landscaping:** Nancy Hazard, Bill Benson, Doris Cowdrey, and landscape engineer Peter Wackernagel reviewed property and proposal of work to be completed. Jonathan estimated that the current year's effort may cost \$2000-2400. This will be funded with \$5K donation.
- **Building project update and repairs:**
 - Children's window mural was not successfully installed. Anna and Sarah Adam, the designer, will discuss alternatives.
 - A meeting with Dan Palotta, Mark Sullivan, Toby Brown and Carole Collins occurred regarding the solar panels. Still open issue as to who's responsibility it is to get these working.
- **Behavior concerns:** Anna was physically assaulted by a patron while at the library on Wednesday evening, after the Friends meeting. There were 5 people on staff at the time (not including Anna) and it took some time to alert them and call emergency personnel. Anna eventually received permission from Chief of Police and Mayor to file trespass order. This will be effective for one year. Discussion followed regarding appropriate notice to staff to identify individual in the event they violate trespass order; the need to purchase adequate safety equipment, such as emergency alert buttons to be worn by staff; the need to implement and adhere to a minimum staffing policy; and the need to review job descriptions of staff to address complete job duties when dealing with the public.

Upon motion made by Doris, seconded by Sarah, and unanimously approved, the meeting was adjourned at 6:00PM.