

**Greenfield Public Library Board of Trustees  
Minutes of 12/16/2024 Meeting  
Conference Room, Greenfield Public Library**

Meeting was called to order at 4:35PM.

**Roll call:** Trustees present – Bill Benson, Jonathan Cohen-Gorczya, Doris Cowdrey, Ann Dillon, Sam Wood, Jim Zaccara, Sarah Ahearn Bellmare (en route).

**Library staff present:** Director Anna Bognolo.

**Friends representative:** Paul Jablon, Rachel Roberts, Steve Roberto (en route).

**Public comment:** None.

**Approval of minutes from November 12, 2024 Meeting:** On a motion made by Doris and seconded by Sam, it was unanimously voted to approve the November minutes.

**Friends' report:** Paul Jablon noted that the Friends restaurant raffle netted over \$10,000 (prior year was \$8K.) They are working on a Bingo event to be held 2/1/25 at the Moose club.

**New business:**

- **Presentation of change to Behavior/building policy** - no food or drinks will be permitted in local history room due to the fragility of the materials
- **Presentation of new policy to charge fees for use of meeting rooms.** The Library staff is currently reviewing the policies of other public libraries across the state and their charging private individuals and for-profit organizations for the use of meeting rooms. A committee, including Jonathan, Doris and Sam will be formed to assist in this review.
- **Slate of officers for the fiscal 2024-25 year.** Slate presented by Bill Bensen proposed Jonathan as the Chair, Doris as the Vice-Chair and Ann as Secretary. On a motion made by Bill and seconded by Jim, it was unanimously voted to approve the proposed slate.

**Friends' report (continued):** The Friends presented a furniture model to emphasize and tangibly create their presence in the library. The final product is proposed to be 92"x40" and include their logo, a bulletin board, some marketing material, and a cabinet to hold flyers and other paper paraphernalia with access to a drop box for contributions and raffle ticket purchases. The Trustees voiced their support of the proposed configuration and asked to be kept updated with the Friends progressing design and build.

**Old Business**

- **Behavior concerns:** Anna reiterated that behavioral incidents continue to occur at the library and her need to provide support to the staff and patrons when these types of actions occur. While she stated her appreciation for the police department's downtown presence, and specifically that of Officer Henry, she noted that this is not adequate to cover the 52 hours the library is open and the frequency of the episodes. She continues to track all incidents on an incident report form.
- **Building update:** A turnover meeting did occur between DA Sullivan, the architect and Central Maintenance. There is still the issue of the solar panels, and she is working with Carole Collins

from the town's energy department to resolve. The wayfinding RFP was released and three bids were received. Anna will pull together a committee to review these bids and keep moving the process forward. It was noted that this effort did not fall under the purview of the Building Committee as it was post-construction.

- **Art exhibits at the library:**
  - 5-6 applications were received from local artists to present their work in the meeting rooms. The committee will review these and determine which will be selected.
  - The current artwork displayed around the library will be considered loans to the library. Anna is working on a template to share with the artists to confirm this approach.
  - A 3D display case was donated to the library from the Clark Museum.
- **Vote on proposed amendments/policies:** For each of the following policies, a motion was made by Bill, seconded by Sarah, and approved unanimously by the Trustees:
  - Add to Behavior Policy
    - Unattended items section
  - Add to Children's room Policy
    - Consequences for inappropriate behavior at the library
  - Amend Acceptable use computers & internet
    - Removal of dead link to resources for parents and young people about internet use
  - Add to Meeting room policy
    - Proof of public performance rights by outside groups showing films in library
    - 2 week minimum notice to library staff of changes made to use of meeting rooms
  - Presentation of a separate policy for building use rules that are currently noted in our Behavior policy
    - Put all building use rules together, behavior expectations keep separate
  - Presentation of Greenfield Public Library Request for Review of Library Resources
    - Publicity by events at the library that are not sponsored by the library must clearly state not a library sponsored event
  - Presentation of Makerspace policy
    - rules for using the makerspace
  - Presentation of Greenfield Public Library Program Policy
    - Expectations and limitations of programs brought to the library
  - Presentation of changes to Greenfield Public Library Study Room Policy
    - Study rooms are not to be used for crafting projects
  - Presentation of Visiting the library Policy
    - Access of library to individuals and groups, including procedures for scheduling group visits

- **Statistics shared:** Trustees can review at their discretion. Library is averaging 13,000 visits/month.
- **State aid:** \$33K was received; next tranche is expected in April.
- **Budget:** Budget numbers will need to be submitted by end of January. City is in process of reconciling numbers now. Anna will ask for another part-time position to assist with staff coverage. Mayor has requested level funded budgets, but MBLC requires city to increase by a certain percentage every year. Anna and staff are reviewing current expenses to see if additional cuts can be made regarding technology services (such as Hoopla, Kanopy, etc). Currently, some services are being capped each month.

Upon motion made by Bill, seconded by Jonathan, and unanimously approved, the meeting was adjourned at 5:59PM.