**GREENSBORO FREE LIBRARY**

**Board of Trustees**

October 31, 2017

Minutes

Present:

Trustees—Hal Gray, Donna Jenckes, Becky Arnold, Carol Reynolds, Virginia Lapierre

Alternates—John Miller, Rosann Hickey Cook

Librarians—Mary Metcalf, Debbie Kasper

Absent—Ken Johnston, Emily Purdy

The meeting was called to order by Hal Gray at 3:05 pm.

Amendments to agenda are as follows:

* Add Mary’s successor discussion—this should factor into our long range planning
* Add scheduling of November and December Trustee meetings around holiday plans
* Note the time of today’s meeting was changed from 4:00 to 3:00

The minutes of the meeting for September 26 were approved as distributed.

Librarian’s Report—Mary attended the Northeast Library Association conference last week and shared highlights from that conference including what she learned about ‘hate speech’ versus ‘free speech’ and information about fund-raising campaign basics. VERSO is up and running successfully. Mary feels that things are going well and that there is good support for this system. She also mentioned the November Writer’s Forum in conjunction with the Greensboro Art Alliance and Resicency, which will meet at the library Saturday mornings in November.

Youth Librarian’s Report—Emily was absent from the meeting in order to participate in the inauguration of our Little Library book boxes during trick-or-treating this afternoon. We look forward to hearing from Emily about the success of this endeavor.

Treasurer’s Report—There was nothing major for Donna to report to the Board at this meeting. She has financial reports that she will circulate to Trustees by the end of this week. Next year’s budget is the main focus now as it is due to the Town by December 1. Donna distributed budgetary figures for final review and discussion. Mary will also review the expenses and provide feedback to Donna. There is a potential need for the hiring of a bookkeeper as Donna’s term as a Trustee is nearing the end. The Board was asked to consider this cost and how to fund it. Donna will contact a candidate to discuss her possible interest in volunteering for this position. Acknowledgement of the Greensboro Association’s support of the Library as well as that of the Cellars at Jasper Hill, the Hill Farmstead Brewery, and Willie’s Store was discussed.

Maintenance Report—There has been a lot of information gathering as we prepare to discuss with the Town the maintenance issues we see forecasted in the near future. Hal presented the following projected needs:

* Replacing or repairing the roof
* Painting or siding the building
* Repairing or replacing the South Exit
* Repairing or replacing the Septic system
* Adding an all-season entrance into the basement

Fundraising Report—Becky shared a draft of the Fall Newsletter that she, Carol and Virginia have been working on, with kudos to Carol and Virginia for their effort. The Board was encouraged to review it and provide feedback. We hope to send this out by mid-November. The Board agreed to hold the raffle again next summer unless we identified a “better” activity.

Chairman’s Report—Hal continues to keep the Author Recognition in mind. He deferred further discussion on it to another meeting for the sake of time.

Old/New business:

* There is still an opening for a volunteer at the desk on Fridays from 3:00-5:00. Friday morning, now is also in need of a volunteer.
* Ken is working on writing up a job description for the person hired for snow removal.
* Mary would like someone to keep our web page updated. Rosann will talk with Mary about taking over this responsibility.
* The date for the November meeting is 11/14 and the December meeting will be 12/12.

The meeting was adjourned at 4:45

Respectfully submitted,

Carol Reynolds, Secretary