

GREENSBORO FREE LIBRARY TRUSTEE MEETING

May 26, 2015

Unapproved Minutes

Trustees: Diane Irish, Ken Johnston, Gina Jenkins, John Miller (alternate), Cathie Wilkinson (alternate), Carol Reynolds (alternate)

Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy

Absent: Denise Stuart, Donna Jenckes, Hal Gray

The meeting was called to order at 5:05 pm.

The **minutes** of the April 28, 2015 meeting were approved as distributed.

Librarian's Report - Mary Metcalf noted that there is a new cataloging computer installed by Tom Anastasio, the rugs are being cleaned, and she is preparing a book order for June. She has been advised by the Town Clerk that all written reports should be posted on the website with the minutes of the Trustee meetings. Ken Johnston will find out whether this is correct.

Youth Librarian's Report - Sixty-four school children from Lakeview Elementary visited the Library today and took home books and book marks, as well as summer reading sheets. Eighteen became new library patrons. They were invited to participate as their favorite book characters in the Funky Fourth parade in July.

Fund Raising - Gina Jenkins reported that there have been 40 responses to the fund-raising letter sent on May 15 with a total of \$4,934 to date. Several people have responded positively to the personal notes on the letters. Gina is ready to begin entering the financial information in the NonProfit Easy data base. Diane Irish and Cathie Wilkinson will write the thank-you letters. A number of people are using the "In Memory of" and "In Honor of" check boxes on the new return envelopes. These individuals will be notified and Diane will contact Betsy Hunt to find out the family's wishes for the donations in memory of Dodo Jacobs. Ken Johnston suggested that a financial procedure should be written for the Trustees Handbook.

Treasurer's Report - Diane Irish noted that the financial situation is positive. The Treasurer's Report was accepted as distributed.

Maintenance Report - Ken Johnston reported that the picture window in the Young Adult room has been installed but the work has not yet been completed. The Town Clerk's Office asked the Library to post 'No Parking' signs along the street in anticipation of the road paving to begin this week. Ken has sanded the hand rails along the ramp to the entrance and will investigate replacement costs for railings that will not splinter.

Summer Event - Diane Irish will host the summer event at her home on Wednesday, July 22 from 4 - 6 pm. A maximum of 80 people can buy tickets at \$45 each, and a sign-up sheet should be posted at the circulation desk. Gish Jen will be the honored author this year and the Galaxy Bookshop will provide copies of her books for sale, giving the Library a portion of the proceeds. The invitation should be sent to the email list next week.

Chairman's Report - Diane Irish thanked everyone who helped with the mailing, especially those who wrote personal notes. She also thanked Carol Reynolds for writing the draft letter and all those

who helped with suggestions. Diane and Hal Gray are going to the Turrell Fund conference in Burlington on June 4. The Turrell Fund grants are used to help pay the salary of the Youth Librarian. Hal Gray is working on an Emergency Procedures Plan and John Miller agreed to help as well. The By-Laws state that Board members who miss more than four unexcused meetings should be asked to resign. Diane will talk with Denise Stuart to ask if she intends to continue on the Board.

Other Business - Laura Hill and her crew did a Spring cleaning of the Library gardens. Carol Reynolds volunteered to do some more weeding.

The meeting was adjourned at 6 pm.

Respectfully submitted,

Gina Jenkins, Secretary