

**GREENSBORO FREE LIBRARY
TRUSTEE MEETING**

August 25, 2015

Meeting Minutes

Present:

Trustees: Ken Johnston, Hal Gray, Gina Jenkins, Carol Reynolds

Alternates: Becky Arnold, Cathie Wilkinson

Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy

Absent: Diane Irish, Donna Jenckes, John Miller

Meeting called to order by Ken Johnson, Vice-Chair, at 4:00.

Minutes of 7/28/15 were accepted with the correction that Hal Gray would thank the Hill Farmstead Brewery for their contribution to the July fund-raiser.

Librarian's Report: Mary Metcalf said that she had received a request for air-conditioning the upstairs meeting room. She has done some research and reported that two 5,000 BTU window air-conditioners for approximately \$120 each or 8,000 BTU portable air-conditioners for \$299 each would serve the purpose. The portable machines could be used both up and downstairs. The Board decided to discuss this next Spring.

In addition to Mary's written report, she circulated an invitation to The Vermont Community Foundation annual meeting that will be held at Hildene, the Lincoln Family Home in Manchester, Vermont on Thursday, September 17, from 3:30 - 7:00 pm. The cost is \$35 per person and anyone wishing to attend can register online at www.vermontcf.org/Sept17 Hal Gray noted that he and Diane Irish attended the annual meeting of the Terrell Fund in Burlington. Mary is planning to apply to the Terrell Fund in December.

Mary read a letter from the Altmans thanking the library for the no parking sign on the driveway. She also noted that Nancy Ciaschini has donated a number of bolts of wool fabric in her mother's name. They are available in the booksale and can be used for a variety of projects including rug hooking.

Youth Librarian's Report: Emily Purdy reported that the party to celebrate Summer reading took place this morning with 30 children in attendance. There was ice cream donated by Cassie's Corner, games, stories, and prizes for summer reading lists. She noted that this has been a good summer with full attendance at the various children's

programs, especially the second annual puppet-making workshop, Next year's theme will be health and Hal Gray suggested that the rescue vehicle might be asked to come as the fire truck did this year. Emily noted that only \$800 was spent on summer programming thanks to several people who volunteered their services. The Summer Food program was more popular on Tuesdays rather than Thursdays for children who came for programs and stayed for lunch. Perhaps the Lakeview School could be the site in Greensboro next summer, although Emily had heard that not many children attended that site this summer. Children do not seem to attend the lunch program when there is no other activity involved. It was not clear whether this was a function of location, lack of transportation, or something else. She noted that she sent a box of children's books to the Summer Lunch site in Greensboro Bend.

Treasurer's Report: Donna Jenckes was absent due to illness. She supplied the July 31 Cash Flow Projection, August 8 Statement of Financial Income and Expense, and August 15 Statement of Financial Position, as well as the Amended 990 for the IRS. It is amended because she found errors in the books related to the assignment of endowment funds to restricted and temporarily restricted classes, which she has now corrected. Carol Reynolds asked if it would be possible to get more detail on utilities costs - a break-down of electricity, gas and oil so that we could track costs better. It was not known whether the Finance Committee has met this summer.

Maintenance Report: Ken Johnston has asked the Select Board about parking regulations in Greensboro. The Select Board is looking into right-of-way issues and parking. The vacuum cleaner has been cleaned but may need to be replaced. He will work with Mary Metcalf to purchase a new one when needed. Hal Gray is working on the Emergency Response Manual.

Fund Raising Report: Gina Jenkins noted that a patron asked that gifts be made to the library in lieu of gifts for his birthday this summer and that many generous donations had been received. This might be included as a suggestion in our next fund-raising letter. Gina will call a meeting of the fund raising working group (Gina, Hal and Becky) in September and we will discuss the Fall fund-raising campaign at the next Board meeting. Mary Metcalf suggested that we might ask the Vermont Community Foundation for advise and assistance. Hal Gray provided copies of "Essential Tips for Promoting Your Nonprofit Organization: Telling Your Story to build awareness, promote your events, and raise money."

Chairman's Report: Gina Jenkins was thanked for hosting the volunteer tea, as well as all who furnished refreshments. Becky Arnold thanked Debbie Kasper for the personalized thank-you notes that were greatly appreciated. The Board meeting-time

will be 4:00 pm on the last Tuesday of every month.

Old/New Business: Hal Gray has been in touch with the Town Clerk's office to ask about the ramifications for the Library from the new Village Center designation. It was the general understanding that municipal buildings did not qualify. He will talk with Kristen Leahy, the town zoning administrator, to get more information.

Hal has contacted the Toronto public library to find out more about their program of providing people to be "checked out" to provide information or technical assistance. Mary noted that our librarians already do this on an informal basis, as does Tom Anastasio. If we had such a program, someone would have to manage it. The fund raising working group will discuss the possibilities.

Hal proposed that we discuss needed capital improvements at the next meeting as part of budget planning and the fall fund-raising campaign.

Gina Jenkins reported that Diane Irish spoke to the attendees at the Volunteer Tea about a mis-conception that the Library has an affiliation with the Greensboro Arts Alliance and Residency. We have no formal affiliation, although the Library does serve all organizations in the town by providing space for meetings and programs, and materials such as books upon request. Ken Johnston will contact GAAR and request that the Library not be listed as an official affiliate on their website or in other publications.

There was a brief discussion of Diane Irish's retirement at the end of September. Board members were asked to consider candidates for the open position to be nominated to the Select Board this fall. We will discuss the nomination of candidates and the role of the Chair at the October meeting.

Cathie Wilkinson suggested that winter hours be modified so that the closing time on Thursdays and Fridays be 5:00 rather than 5:30. The motion to change the closing time on Thursdays and Fridays to 5:30 was unanimously approved.

The meeting was adjourned at 5:50 pm

Respectfully submitted,

Gina Jenkins, Board Secretary