

GREENSBORO FREE LIBRARY

Board of Trustees

December 13, 2016

Minutes

Present: Trustees Hal Gray, Gina Jenkins, Donna Jenckes, Carol Reynolds, Ken Johnston, Becky Arnold, and Alternate Virginia Lapierre

Librarians: Mary Metcalf, Debbie Kasper

Guest: Tom Anastasio

Absent: John Miller, Cathie Wilkinson, Emily Purdy

The meeting was called to order by Chairman Hal Gray at 4:05 pm.

The minutes of the meeting of November 15, 2016, were approved as distributed.

Librarian's Report: Mary Metcalf reported that the books from the end-of-the-year book order are starting to arrive. She is working on the Annual Public Library Report of 2015 statistics for the Vermont Department of Libraries due January 6, 2017. Mary also read the Youth Librarian's report in the place of Emily Purdy. The Vermont Department of Libraries has donated 35 new children's books. Emily has written another successful application for a CLiF Grant – Developing Creative Language Skills Through Nature Observation. The grant will pay an instructor who will lead this after-school program once a month for four months during the winter for elementary school age children K-6 to include home-schoolers and children from the surrounding communities. Congratulations to Emily for obtaining this grant.

Treasurer's Report: Donna Jenckes distributed copies of her financial reports. She noted that income from donations is down. The interest on the Vanguard account will be paid at the end of December. The value of the investments has increased due to a strong stock market. She will apply the distribution from the restricted endowment funds to book purchases at the end of the year.

We are in the process of completing a five-year capital budget. Hal Gray and Ken Johnston are meeting with a Town of Greensboro committee that is producing a maintenance plan for town-owned property. Donna will send the draft list of library projects to Hal and Ken in preparation for the meeting.

Maintenance Committee: Ken Johnston reported that he is looking for new hand-rails for the handicapped access entrance but has not found appropriate pre-made wooden rails. He suggested constructing new railings out of pressure-treated wood. He was asked to look at possible pipe-railing. Ken will also look into replacing the railing at the front door. Hal is to look into replacing the south exit stairs. Mary Metcalf noted that she is very pleased with the new snow-shoveling arrangement.

Fund-raising: Becky Arnold passed around the draft of the new thank-you card that should make responding to donors quicker and easier. There will be room on the card for personal messages. She will get the final draft to the printer soon and order cards and matching envelopes. Becky volunteered to work with Hal Gray to write the thank-you notes for the Annual Appeal. She, Donna Jenckes, and Gina Jenkins will do an analysis of the donations received for the years 2015 and 2016, and then develop a stewardship plan to thank top donors. In January the Library will begin to move away from using the Fundly on-line donor software and begin using an on-line quickbooks program.

Chairman's Report: Hal Gray reminded the Trustees that the Director's performance review forms are due in January. He distributed in draft a new evaluation format for 2017 by email. Donna Jenckes suggested that a formal job description be developed that would be referenced by the new evaluation form. Mary Metcalf agreed to e-mail copies of her current job descriptions to the Board members. Hal and Carol Reynolds will work with Mary on up-dating Mary's job description before the January, 2017, meeting.

Old/New Business: Tom Anastasio was invited to talk about on-line privacy issues at the Library. There was a discussion of physical privacy while using the Library computers, as well as electronic privacy through a possible virtual private network. He was thanked for his helpful presentation.

Plans were finalized for the holiday luncheon for Library staff, 'super' volunteers, and board members on Tuesday, December 20th at 12:30 pm.

The meeting was adjourned at 6:05 pm.

Respectfully submitted,

Gina Jenkins, Secretary