

**GREENSBORO FREE LIBRARY
TRUSTEE MEETING**

January 26, 2016

Meeting Minutes

Present:

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

Alternate: John Miller

Librarians: Mary Metcalf, Debbie Kasper, Rose Friedman

Meeting called to order by Hal Gray, Chair, at 4:00 pm. Hal Gray welcomed Carol Reynolds back after her medical leave.

The minutes of the December 15, 2015 meeting were accepted as distributed.

Librarian's Report: Mary Metcalf reported that the E-Textiles Makerspace program was well attended and successful. It was funded through a state program. The Handworkers Guild is meeting at the library once a month and is well-attended. Mary is planning to submit an application for a Terrell Fund grant by the end of the week. During Mary's leave of absence beginning in late March, Debbie Kasper will be the Librarian-in-charge, supervising Jan Travers, Emily Purdy and Rose Friedman who will cover the necessary librarian duties while Mary is away. Between the three of them, they will cover ours a week, with time sheets submitted to Donna Jenckes. Details will be provided at the February Board meeting. Emily Purdy has returned from maternity leave and is sharing the Youth Librarian's job with Rose Friedman.

Treasurer's Report: Donna Jenckes provided copies of the Statement of Financial Position and Statement of Financial Income and Expense. Income for 2015 increased due to the annual giving campaign and an extra quarter of dividends received in 2016. Current assets exceed operating reserve requirements and the financial position is good. Donna reported that there are three levels of audit possible - a full audit, a financial review, or a compilation. with a price range of a low of \$2,500 for a compilation to a high of \$8,000 for a full audit. The last audit was done in 2007 for the year 2006. She was directed to ask the Finance Committee for a recommendation. Donna will schedule a meeting of the Finance Committee in February to review the end of the year financial report. She has sent out W2s for 2015 and will have the 1099s by January 31.

Maintenance Report: Ken Johnston is working to identify the wiring in the upstairs back room as the old wiring was not dealt with in the renovations. This is part of the work to make this area usable as a work space. New parts for the gas fireplace in the reading room should arrive by the end of the week. The new roofed porch over the rear exit is nearly completed.

Hal Gray distributed a final draft of the Emergency Procedures manual. Gina Jenkins made a motion to accept it as presented by Hal and John Miller. The motion was seconded by Donna Jenckes and approved.

Fund Raising: Gina Jenkins reported that the final donations have been received for the fall appeal. The address list was expanded with additional names from the Greensboro Association directory and many people responded. There was more money given for the endowment due to the changes in the return envelopes. Donna Jenckes noted that an additional \$2,724 was received for the annual appeal fund plus an additional \$4,726 in endowment funds over 2014. Hal Gray thanked Gina for her role in the success of the Fall appeal.

Gina Jenkins and Mary Metcalf will plan the annual Chili Dinner fundraiser scheduled for March 11 in Fellowship Hall. Rose Friedman has agreed to another performance of The Animals in Winter at the dinner if she can get enough of the children to participate.

Chairman's Report: Hal Gray thanked Rose Friedman for her help in identifying potential candidates for the position of Alternate Trustee. The Board narrowed the list to two candidates. Hal will talk with them further and report back at the February meeting. Hal noted that he has received a letter of concern about the relationship of the Library with other organizations in Greensboro. The Board agreed that as a tax-supported organization, the Library should work with all organizations in Greensboro as appropriate, and should expect proper acknowledgement and recognition, with right of prior approval.

A letter has been submitted to the town of Stannard for their town meeting requesting an appropriation of \$400 in 2016. The Library is asking the town of Greensboro for the same appropriation as 2015. Two Trustee positions will need to be filled at Town Meeting: one one-year position to complete Diane Irish's term, and one three-year position. Becky Arnold will be nominated for the one-year position, and Carol Reynolds will be nominated for the three-year position. Mary Metcalf is working on an information sheet about the Library to be distributed at Town Meeting, as well as a survey sheet asking what services citizens would like to see the Library offer.

Ken Johnston made a motion to go into Executive Session to discuss personnel matters. The motion was seconded by Carol Reynolds who was thanked for her role regarding personnel matters. The Board went into Executive Session at 6:30 pm and exited the session at 6:35 pm.

The meeting was adjourned at 6:36 pm.

Respectfully submitted, Virginia Jenkins, Board Secretary