

**GREENSBORO FREE LIBRARY
TRUSTEE MEETING**

June 28, 2016
Meeting Minutes

Present: Trustees Hal Gray, Ken Johnston, Gina Jenkins, Donna Jenckes, Carol Reynolds, , and Alternates John Miller, Cathie Wilkinson and Ginny Lapierre
Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy
Absent: Becky Arnold, Trustee

The meeting was called to order by chairman Hal Gray at 4:10 pm. A motion made to accept Ginny Lapierre as the third alternate Trustee was unanimously approved. Hal welcomed Ginny to the Board and congratulated her on her appointment. Hal also welcomed Mary Metcalf back from her recent hike.

Revisions to the agenda: discuss heating oil pre-buy

The minutes of the meeting of May 31, 2016 were accepted as distributed.

Librarian's Report: Mary Metcalf reported that the latest order of books has been received and cataloged. She is ready to post the publicity for the Open House July 20.

Youth Librarian's Report: Emily Purdy reported that the Earth Art class this morning had an attendance of 35 children and 15 adults. There were 63 adults and 124 children who participated in the June youth programs. She is working on cleaning up the art room to be used as a maker-space, available whenever the library is open.

Treasurer's Report: Donna Jenckes distributed the monthly financial reports. She is working on a decision as to whether or not to negotiate to a pre-buy contract with Fred's for heating oil. Ken will investigate the Hardwick Chamber of Commerce buyers' club that is said to be negotiating a group rate for the upcoming heating season. The finance committee met on June 27. Donna reported that a general discussion of the endowment funds, financial reporting, and budgeting was very helpful.

Maintenance Committee: Ken noted that he and Mary Metcalf are experimenting with the donated air-conditioner in the upstairs meeting room. Hal Gray distributed the final draft of the Maintenance Guide and asked everyone to read it to be approved at the July meeting.

Fund Raising: Gina Jenkins reported that the Spring mailing has brought in several new donors, as well as donations from some people who did not donate in 2015. Donna

Jenckes and Gina are looking at alternate methods of accounting for donations since NonProfit Easy has been bought by another company and the yearly fee has increased. Carol Reynolds and Alice Peron are working on the Funky 4th annual book sale. Gina reminded everyone of the upcoming Open House on July 20. Krissie Ohlrogge will have books available for sale to benefit the Library. Ginny Lapierre has prepared a scavenger hunt for the party. Gina asked everyone to bring something for the food table as well as a vase of flowers from their garden or the roadside. The party will begin at 4 pm and volunteers will be needed to move chairs both before and after the event.

Chairman's Report: Hal Gray reported that he attended the annual Turrell Fund Day for Children and S. Whitney Landon Awards meeting in Burlington. The Turrells and Landons are long-time Greensboro summer people and the Library has received a Turrell Fund grant this year. Turrell Fund staff will be making a site visit to the Library sometime this summer.

Long-range Plan: Cathie Wilkinson reported that the current five-year plan is at an end. She is working on including what has or has not been accomplished. Hal Gray will work with Mary Metcalf to complete the statistical sections. This fall, the Board should begin to work on a plan for the next five years. Hal thanked Cathie for her effort in getting this done and will put the final draft on the agenda for the July meeting.

Potential Capital Projects: Donna Jenckes submitted a draft for a capital needs planning document, based on Hal Gray and Mary Metcalf's priority list. This document should help establish priorities and help determine funding sources. John Miller suggested that we invite the Fire Marshall to consult on building projects before submitting them for approval. The priority list included constructing better access to the west basement; reconstructing the south fire exit; new windows; a play area behind the Library; finish the remodeling of the west end of the second floor; upgrade staff work space and washroom; exterior painting or vinyl siding; and solar panels on the roof. Ken Johnson will check with the Town Office on the town's bidding policy. The Board agreed that the access and lighting to the west basement should be improved, including a new ladder. The question of maintaining the historical accuracy of the window style will be discussed at the July meeting.

Gina Jenkins made a motion to get an energy audit from Efficiency Vermont. The motion was seconded by Donna Jenckes and unanimously approved. Gina made a second motion to make the south exit the number one priority and to authorize Hal and Mary to contact the Fire Marshall to begin to define the scope of the project. The motion was seconded by Carol Reynolds and approved unanimously.

The meeting was adjourned at 5:50 pm.

Respectfully submitted, Gina Jenkins, Secretary