

**GREENSBORO FREE LIBRARY
TRUSTEE MEETING**

May 31, 2016
Meeting Minutes

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

The meeting was called to order by Hal Gray, Chair, at 4:05 pm. He welcomed Mary Metcalf back from her leave and congratulated her on her achievement in hiking on the Appalachian Trail. He also congratulated Mary and Emily for their success in writing grant applications.

The minutes of the meeting of April 26 were accepted as distributed.

Librarian's Report: Mary Metcalf thanked everyone who covered for her while she was away. She said that they had done such a good job that there was "nothing" for her to do when she returned. Mary has placed a \$1,700 order for new books that are beginning to arrive. An application for a grant from the Greensboro Association has been submitted. A grant from the Turrell Fund in the amount of \$2,000 has been received. The carpets will be cleaned on June 15. Our cleaning staff, Wilma Foster and Paula Berno, will be moving to Barre, and Mary is working to find a new cleaner.

Youth Librarian's Report: Emily Purdy reported that the Library has received a grant from the Children's Literacy Foundation (available every 5 years) that includes \$2,000 in new children's books for the Library, \$500 in new children's books for the Lakeview Elementary School, two storytelling presentations for elementary school students and two for preschool programs, free books for all the children at the storytelling presentations, and \$250 for a program at the Library. On June 4th there will be a give-away of early literacy tools and materials (donated by VELI) to people who care for young children in their homes. The Lakeview school librarian will be bringing her classes to the Library in mid-June to get their summer reading sheets, a tour of the Library and the summer schedule.

Treasurer's Report: Donna Jenckes distributed her financial reports, noting that fund-raising expenses have increased and that the budgeting for this should be discussed. Donna would like to reorganize the current budget to improve internal controls. She has completed the Income Tax Return 990 and will submit it this week. There was a discussion of the distribution of the endowment income to be continued at a later meeting. Improving internal controls will also be discussed at a future meeting.

Maintenance Report: Ken Johnston reported that the usual maintenance work needs to be done to the exterior of the building. Mary Metcalf noted that a used air conditioner has been donated to the Library by Christine Armstrong for use in the upstairs meeting room. She and Ken will experiment to see if it is too noisy, or whether it might be used to cool the room in advance of a meeting. A second air conditioner may be necessary for that space. Cost of electricity may also be a factor in determining whether or not to use it. Hal Gray will distribute the maintenance procedure manual that he has been compiling to be discussed at the June meeting.

Fund Raising: Gina Jenkins reported that the spring newsletter was mailed in mid-May and thanked all the Board members for their help in folding and stuffing the mailing. Extra copies of the newsletter are available. Gina, Becky and Donna were complimented on the lay-out and content, and thanked Hal Gray for his color photographs. Since the newsletter was mailed, \$5,040 has been received from 47 donors.

Summer Author Recognition Event: Becky Arnold reviewed the plans for the Open House on Wednesday, July 20 from 4 – 6 pm, honoring Greensboro Author Krissie Olhrogge. Becky will work with Emily to create a poster for the event and will provide Mary with a press release for distribution to the usual places. Becky was reminded to submit the event to the Green Sheet. Greensboro trio Harpsichord Sundae will play music during the event in the reference room. Food and non-alcoholic punch will be available in the main reading room. Krissie will be introduced by Hal Gray and will speak for 15 minutes in the Glen Olds reading room. Ginny Lapierre is working on a scavenger hunt and map that will introduce people to various areas of the library. Those who successfully complete the scavenger hunt will be able to choose a book from the upstairs book sale shelves. Becky asked each Trustee to bring food for the reception, and will ask Jasper Hill for a donation of cheese. Becky also passed around a sign-up sheet for help in setting up and cleaning up for the party. Gina Jenkins will ask the Greensboro Church for permission to use the church lot for parking for the event.

Chairman's Report: Hal Gray noted that the Selectboard has decided against a sign policy. He handed out a list of potential projects to be the basis for the development of a capital budget for discussion at a future meeting. Cathie Wilkinson has distributed the current long-range plan for review to see if the objectives have been met. She asked for assistance in completing specific pieces to be discussed at the June meeting.

At 5:45 the Board voted to go into Executive Session to discuss personnel issues. The session ended at 5:50.

Carol Reynolds reported that a book sale is planned for Greensboro's Funky 4th (this year on Saturday, July 2) and asked for volunteers. Emily Purdy may be planning a float or presence with children in the parade. Mary Metcalf suggested that Peggy Igleheart be honored on her 90th birthday on the Library float or with seat in an antique car. Gina Jenkins suggested that inexpensive banners can be purchased on-line to be hung on the car or float.

The meeting was adjourned at 5:55 pm. The next meeting will be held at 4:00 on Tuesday, June 28th.

Respectfully submitted,

Gina Jenkins, Secretary