

GREENSBORO FREE LIBRARY

Board of Trustees

November 15, 2016

Minutes

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

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

The minutes of the meeting of October 25, 2016 were approved as distributed. Becky Arnold was thanked for preparing them in Gina's absence.

Librarian's Report: Mary Metcalf reported that the magazine subscriptions have been updated and that she is working on an end-of-the-year new book order. The Town Report is due by December 1 for the Town Meeting in March, 2017. We are waiting for word on the grant for the maker space. Once the program is up and running, she and Emily Purdy will be looking for people to lead a monthly program.

Youth Librarian's Report: Emily Purdy is working with the Lakeview Elementary School librarian on which author to invite to the spring CLiF Grant program. She is also working with the Greensboro Recreation Committee to place boxes to house books for loan in various parts of Greensboro. She is planning a discussion of how to talk about social and racial issues with children. Donna Jenckes suggested that the Southern Poverty Law Center could provide free materials. Emily said that Rose Friedman has contacted the Peace and Justice Center in Burlington.

Treasurer's Report: Donna Jenckes circulated the monthly financial reports. She encouraged the Board to look for her replacement as treasurer when her term expires in March, 2018. She thanked Gina for taking on the huge task of tracking donations and maintaining the mailing list.

The Board voted to go into executive session to discuss personnel matters at 4:30 pm. The executive session ended at 4:45. In response to a request for vacation pay, John Miller made the following motion: The Board has determined that the current contract does not allow payment of vacation pay when vacation is not taken. The motion was seconded by Donna Jenckes and the vote was unanimous.

Maintenance Report: Ken Johnson was not able to be at the meeting. He will be asked to replace the hand rails at the front door and on the ramp as soon as possible.

Fund-raising Report: Gina Jenkins thanked everyone for their work on the annual appeal mailing, especially Becky Arnold and Carol Reynolds for this year's letter. The mailing list has been expanded to include an additional 450 active adult library patrons, ie. people who have used library services. She asked that all signed letters be returned by Friday morning. Mary Metcalf will purchase 1,200 stamps for the mailing which will go out by the beginning of next week.

Chairman's Report: Hal Gray reported that he and Gina Jenkins attended the Vermont Public Library Trustees and Friends Conference in Stowe, Vermont, on November 12. Gina passed out copies of the Vermont Statutes Annotated Title 22 relating to privacy and confidentiality in public libraries, with a to-

do list. She agreed to review the Greensboro Free Library's volunteer handbook to be sure that it is up to date in this area. Hal said that he has spoken with Judy Carpenter who is chairing the Select Board's committee to assess town property in order to address current and future maintenance needs. She would like to meet with Hal and Ken. Donna will provide the draft capital needs list. Hal also distributed copies of the evaluation form for Mary Metcalf and asked the board members to complete their evaluations and return the form to him by January 13, 2017.

Other Business: The December board meeting will be held on Tuesday, December 13 because of the holidays. The Board will host a holiday lunch for the Library staff on Tuesday, December 20 at 12:30 pm. Gina Jenkins will organize the party. Hal is looking for someone to take care of snow-shoveling for the Library this winter and will offer at least \$15 an hour. Hal thanked Donna for all her work on the financial reports and Mary for the cranberry walnut bread.

The meeting was adjourned at 5:35 pm.

Respectfully submitted,

Gina Jenkins, Secretary