

**GREENSBORO FREE LIBRARY
TRUSTEE MEETING**

September 29, 2015

Meeting Minutes

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

Meeting called to order by Diane Irish, Chair, at 4:00.

Minutes of 8/25/15 were approved as distributed.

Librarian's Report: Mary Metcalf noted that the Greensboro Free Library has the second highest circulation per capita in Vermont. Mike Metcalf has painted and put up new bulletin boards in the entry and Mary is purchasing a steel metal chair for the entry with an arm for use of laptop computers. The latest order of new books has arrived. Mary said that she will be taking April and May off in 2016 as well as a couple of weeks next summer. She advised the Trustees to begin thinking about future staffing needs.

Youth Librarian's Report: Emily Purdy is taking maternity leave from October 15 to January 15. Rose Freeman will act as Youth Librarian in her absence. Ken Johnson made a motion to grant Emily maternity leave from October 15, 2015 to January 15, 2016. The motion was approved and Emily was thanked for all her good work and for the very successful children's programming this past year.

Maintenance Report: Mike Metcalf is working on a number of painting and repair projects. John Miller agreed to work with Ken Johnston and Mike on building issues. Diane Irish said that Lisa Hewett has offered to fund a project for the library and suggested that the project might be the rebuilding of the back exit with stairs, roof and an exterior wall. She has an estimate from John Hunt of \$1,840 for this project. Ken Johnston will check with the town zoning administrator on whether this project is considered a repair or new construction and whether this will need town approval and a sign-off from the State Fire Marshall. The library building belongs to the town.

Fund Raising: Tim Breen has given \$2,000 to the library in the name of Lacey B. Smith to be used as an endowment fund to purchase non-fiction books on history, religion, politics and philosophy. Mary Metcalf has written a press-release for Tim's approval. Books purchased with the interest from this fund will have a book plate in Lacey B. Smith's name.

Hal Gray, Becky Arnold and Gina Jenkins attended a meeting in September at the

Vermont Library Association. Christine Graham, a leading Vermont fund-raiser, was the morning speaker. A panel discussion in the afternoon on capital building campaigns included Linda Wells representing the Craftsbury library.

Gina Jenkins distributed a draft of the fall annual appeal letter and asked for feed-back.

Chairman's Report: Diane Irish thanked the board members, library staff, Mike Metcalf, Tom Anastasio, Alice Perron, Anne Harbison, and all the volunteers for their support while she has been chairman of the Board of Trustees. She said that she is leaving an extraordinary array of competency about which she feels very good. She will be happy to provide institutional memory in the future, and is planning to move her files and those of past chairman Ed Stehle to the library. The Board presented Diane with a gift certificate to Perennial Pleasures nursery with great appreciation for her service to the Greensboro Free Library.

New Member: Diane Irish's retirement leaves a vacancy on the Board. Becky Arnold was nominated to take her place, and this will be communicated to the Select Board.

New Chairman: Ken Johnston nominated Hal Gray as Chair of the Board. This nomination was unanimously approved. Hal acknowledged all the work that Diane Irish has accomplished and said that he hopes to help preserve and encourage the library in Greensboro.

Treasurer's Report: Donna Jenckes provided the board with copies of the draft minutes of the September Finance Committee meeting at which Rick Ely proposed that the library invest all endowment funds in the Vanguard Target Retirement 2025 Fund and that the remaining current assets, except cash-on-hand, be invested in the Vanguard Target Retirement 2015 Fund. The finance committee would review the allocations in the two funds on a quarterly basis and shift money to more appropriate target date funds as time goes on. The Board was pleased with the plan to invest in Vanguard funds, but was not comfortable with the use of Retirement Funds, and asked the finance committee to suggest other funds that provide low-cost, well-diversified funds that automatically maintain a particular ratio of approximately 30 percent bonds to 70 percent stocks.

Donna Jenckes noted that she and Mary Metcalf are working on the 2016 budget. Mary sees no big changes to the budget for the future, so Donna will draft the budget based on the experience of recent years.

The meeting was adjourned at 6:10 pm.

Respectfully submitted,
Gina Jenkins, Secretary

