

## GREENSBORO FREE LIBRARY

Trustee Meeting October 28, 2014

### PRESENT:

Trustees: Ken Johnston, Donna Jenkes, Diane Irish

Alternates: Carol Reynolds, John Miller, Cathie Wilkinson

Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy

### ABSENT:

Trustees: Gina Jenkins, Denise Stuart, Harold Gray

1. Meeting called to order by Vice-Chair Ken Johnston at 5:05.
2. No revisions to the agenda.
3. **Librarian's Report:** The report received via e-mail was reviewed and highlighted. VHS tapes have been weeded. A new bar-code scanner is being purchased. Documentation for the Edge Initiative is due to be submitted November 7. The Vermont Public Library Report is due November 14. Discussion focused on workshop opportunities for Trustees. Mary keeps the Trustees aware of available and pertinent workshops such as the one coming up this weekend in Killington. The need for opportunities within a reasonable distance was discussed.
4. **Youth Librarian's Report:** The report received via e-mail was reviewed and highlighted. The book mobile idea for the Care Bear location was encouraged. Programming ventures with Lakeview Union were discussed.
5. **Maintenance Committee Report:** Ken Johnston had no new items to put before the Trustees. The window issue remains a work in progress.
6. **Fall Appeal Letter:** Diane Irish arrived with copies of the letter for feedback and review. Thanks were extended to Diane Irish, Carol Reynolds, Harold Gray, Gina Jenkins, and Mary Metcalf for their input. Following revisions, Diane will get a copy of the letter to Donna before Friday, 10/31. Donna will get copies made at Staple's and will e-mail Trustees when materials are available for additional notes. Ken will assume responsibility for the labels. A session to prepare the envelopes for mailing will occur on Thursday, November 13 at 1:00, with mailing to occur on Saturday, November 15.
7. **Treasurer's Report:** The Statement of Financial Position, Statement of Financial Income and Expense, Profit and Loss Budget Vs. Actual

and Cash Flow were prepared, presented and reviewed by Donna Jenckes. At this time, the Library is over budget. Donna suggested a close look at each line item of the budget to determine if there are areas where adjustments could be made. Discussion was held regarding the weekly cleaning of the library which was budgeted for 182 hours. At this time, the expense is higher than what was budgeted and agreed upon. A contract, rather than a verbal agreement needs to be developed for clarification of expectations. Mary will follow-up on this. Discussion surrounding the wording of the building lease agreement was held specific to the responsibilities for maintaining the building. The Finance Committee will be called together as soon as the budget itself is ready.

8. **Chair's Report:** The Greensboro Town Appropriation request is due December 1. This will be discussed further at the next Trustee meeting.

Adjourned at 6:17

Respectfully submitted,

Carol Reynolds  
Secretary Substitute