**GREENSBORO FREE LIBRARY**

**Board of Trustees**

November 14, 2017

Minutes

Present:

Trustees—Hal Gray, Ken Johnston, Donna Jenckes, Becky Arnold, Virginia Lapierre

Alternates—John Miller, Rosann Hickey Cook

Librarians—Mary Metcalf, Debbie Kasper

Absent—Carol Reynolds, Emily Purdy

Hal Gray called the meeting to order at 4:04 pm.

There were no amendments to the agenda as circulated.

The minutes of the meeting for October 31 were approved as distributed.

Librarian’s Report—VERSO, our new cataloging system is going well. Mary spent much time over the last month transitioning to this system, but anticipates the benefit to the public once everything is up and running. New features of this system include the ability for patrons to renew and reserve items from home. The one issue that Mary reported is that the book labels VERSO recommended seemed unsuitable for our usage and so she had to order others. With the transition going well and good technical support, Mary has chosen to stay 100% with VERSO and not renew Library World. Debbie reported that Clover, our interlibrary lending system is going well too. As anticipated, the initially large volume of book requests from other libraries has steadied out, though we are still lending more books than we had in the past. The Board also reviewed Mary’s submission to the Town for the upcoming town report.

Youth Librarian’s Report—Emily was absent from the meeting in order to travel to the mid-state library to check out some books that are available to her there. The Board looks forward to hearing from Emily about our Little Free Library book boxes at our next meeting

Treasurer’s Report—Donna is pursuing a potential lead for a volunteer to serve as bookkeeper when her own term is up at the next town meeting. The Board reviewed and approved the proposed 2018 budget. There was some discussion over the possible need to request more money from the Town. Rising costs and declining donations make our budget tight. The Board decided to try to examine possible areas where we can cut costs and not request additional town appropriations this year. We were reminded that more volunteers for things like gardening or window-washing would help keep expenses down.

Maintenance Report—Ken presented a draft of the job description for a Snow Shoveler. Given the lateness of the season, Hal and Mary will finalize the wording and post the job opening on the library’s bulletin board this week. All applications are to be submitted to Mary by December 1. This is a minimum wage position. The Capital Budget figures were finalized and will be submitted to the Town. Hal is to write a letter to the Town regarding the library's septic system.

Fundraising Report—Becky informed us that the newsletter is at the printers and should be ready for pick-up by the end of the week. She will call the Board when everything is ready for them to help sign, seal, and stamp the letters.

Chairman’s Report—Hal reminded us that with Ken and Donna each finishing their second of their 2-term limit as Trustees, and his own first term expiring in March, there will be three Trustee positions open for vote at Town Meeting.

Old/New business:

* There is a need of more desk volunteers on Fridays.
* The December meeting will be 12/12.

The meeting was adjourned at 6:02

Respectfully submitted,

Virginia Lapierre

On behalf of Carol Reynolds, Secretary