

Greensboro Free Library
Trustee Meeting- January 28, 2020
Minutes

Present: Becky Arnold, Virginia Lapierre, Carol Reynolds, Stephanie Thomson, Lise Armstrong, John Miller, Donna Jenckes
Paula Davidson, Mary Metcalf, Debbie Kasper, Emily Purdy

Absent: Rosann Hickey, Hal Gray

1. Meeting called to order by vice-chair Becky Arnold at 4:00.
2. Hal Gray update was given by Becky. Continued best wishes are sent to Hal.
3. Welcome to Paula Davidson at her first Trustee meeting and many thanks offered to Mary Metcalf.
4. Revisions to the agenda: Library needs to sign on for the 21st Century Grant.
5. Stephanie moved to approve the minutes of the December meeting as distributed. So passed.
6. Librarian's Report: Distributed via email. The Annual Library Report was submitted to the state this afternoon. The Turrell Fund Grant is almost ready for submission. The e-rate Grant is in progress. The best way to contact Paula is at greensborofree@gmail.com. Maya McCoy is modifying the web page. Mary will continue to manage it. Paula shared information on upcoming May conferences for Trustees. Library support was offered to Bobbi Nesbit in her Aging In Place efforts. A table of information will be at Town Meeting. Paula spoke of ways to market the library collection. Contracts need to be signed- Donna and Becky will work on that. Evaluations also need to be completed.
7. Greensboro Gazette- article and photo were submitted for publication focusing on Mary and Paula.
8. Greg Locke, our snow shoveler was recognized for his efforts to keep walkways clear.
9. Youth Librarian Report: 21st Century Grant was discussed- a 5 year commitment for after school programming with Wonder Arts. Carol moved to accept the sign on to the MOU- 21st Century REACH Grant. So passed.
10. Chili Dinner discussion: March 6 is the date of the dinner. Entertainment will feature music by children along with possible project displays by home-schoolers. Virginia brought sheets to begin organizing the event.
11. Treasurer's Report: Donna reports that we fell short in donations in our Annual Appeal. Some of the discrepancy may be explained by the timing of certain gifts. Discussion followed focusing on the January tasks at hand- getting ready for Jennifer Lucas to take over, drafting of a payroll policy, developing a statement of how finances are managed, and password manager is to be explored. Donna will be meeting in the upcoming week with Jennifer to begin the transition work.
12. Friends of the Library discussion: Paula suggested inviting a community person to serve on the committee to get things started. At this time, Becky, Virginia and Carol are on the committee.
13. Chair's Report: Librarian transition is in progress. Paula will take over completely in February. Mary will return as a volunteer. Assistant Librarian discussion was held. Debbie hopes to leave at the end of March.
14. Budget Update: Becky reported that the extra \$10,000 request didn't make it into the Town Budget. The \$15,000 Capital Request was included. Due to this, it may require using some of the library's reserve funds if needed. The current library budget needs to include a -\$10,000.
15. Building Maintenance: A painting quote is expected from Jeff Montgomery. John Hunt is finishing up work on the South Exit.
16. Tentative date for a staff appreciation luncheon is 2/13.
17. Policies and Procedures will be reviewed, facilitated by Virginia. The volunteer manual also needs to be updated.

5:54 John Miller moves to adjourn. So passed.