

Greensboro Free Library
Trustee Meeting Minutes February 25, 2020

Present: Harold Gray, Virginia Lapierre, Carol Reynolds, Lisa Armstrong, Stephanie Thompson, John Miller, Rosann Hickey
Paula Davidson, Debbie Kasper, Emily Purdy
Donna Jenckes, Jennifer Lucas

Absent: Becky Arnold

1. Meeting called to order at 4:00 by Virginia serving as "Chair Designee".
2. Health update shared by Hal. (best wishes for continued progress)
3. Revisions to the Agenda: none.
4. January minutes: Rosann moved to accept the minutes are distributed. The motion carried.
5. Librarian's Report: Submitted for prior reading by email to the Trustees. Highlights and updates as follows:
 - * The PayPal donation button on the library's website is now set up to work. Thanks given to Mary Metcalf.
 - * John Miller encouraged people who use Amazon to consider the Amazon Smile Program and designate the library as the recipient of any funds earned through purchases.
 - * Mary and Maya McCoy continue to work on updating the library's website.
 - * The light issue and accompanying computer issues have been resolved.
 - * Assistant Librarian position has been advertised. At this time, 2 letters of interest have been received. Hours needed and salary need to be determined. Paula will submit her recommendations for salary and hours for the Trustee's consideration.
 - * Discussion about Emily Purdy's hours. To be considered- 12 hours in the winter months and 15 hours for summer work.
 - * Paula will create a display for Town Meeting and be available for questions.
 - * Following Town Meeting, a book club is being planned.
 - * Collaboration possibilities to be explored with HCA and Wonder Arts.
 - * Paula shared a sample of a window insert. She hopes to pursue grant funding for the purchase of these at about \$50 each.
 - * Paula made the Trustees aware of her new responsibilities as a part-time librarian for Albany- about 5 hours per week.
 - * Trustees were made aware of snow damage to 3 cars as a result of it sliding off the roof. The town's insurance adjuster will be contacted.
 - * Save the date- May 29 in Killington is a Trustee and Friends conference.
6. Youth Librarian's Report: Submitted via email for prior reading. Emily is working on the entertainment portion of the upcoming chili dinner.
7. Art Gallery with Rosann: The next exhibit will feature a collaboration with Gina Jenkins and Phyllis Larabee- watercolor and poetry.
8. Treasurer's Report with Donna and Jennifer: Monthly financial reports were submitted via email for prior review. Maker Space monies were discussed. An error/typo was found in the Town Report- a corrected/revised budget will be available on the Town Meeting table. Donna and Jennifer are meeting for a couple of hours weekly for a smooth transition. Discussed was the development of an employee handbook to define personnel policies, an investment policy to clarify finance committee roles and a review of job descriptions.
9. Fundraising: Chili dinner preparations were discussed.
10. Chair's Report: A reminder that evaluations need to be completed for Mary. To be reviewed and updated: policies and procedures along with volunteer and trustee handbooks. John will be meeting with Paula to compile current data for our 5 year plan. 3/19- Staff Recognition Celebration

5:15 John moved to adjourn. Motion carried.