

Greensboro Free Library
Board of Trustees
Minutes – Annual Business Meeting via Zoom.com
Tuesday, March 31, 2020

Present: Becky Arnold, Virginia Lapierre, Carol Reynolds, Lise Armstrong, Renee Circosta, Hal Gray, John Miller, Rosann Hickey, Donna Jenckes, Jennifer Lucas, Paula Davidson, Debbie Kasper, Emily Purdy, Caitlin Beauregard (“guest”).

1. **Call to Order:** Becky Arnold called the Annual Business Meeting – to elect Board officers - to order by remote (via Zoom.com) at 4:10 p.m.
2. **Welcome:** Becky welcomed Renee Circosta as a new Board member and thanked Donna Jenckes and Jennifer Lucas for performing their Treasurer roles. (Donna noted she needed more time to transfer her duties to Jennifer.)
Debbie welcomed Caitlin Beauregard as her successor as Assistant Librarian (when Covid-19 circumstances allow for bringing Caitlin on board). Debbie was praised for her services, as she leaves her library job.
3. **Vote:** Lise Armstrong nominated Becky as Chair, Virginia Lapierre as Vice-chair, Carol Reynolds as Secretary, and Donna as Treasurer. The vote in favor of the proposed slate was unanimous.
4. **Adjournment:** The meeting was adjourned at 4:15 p.m.

Greensboro Free Library
Board of Trustees
Minutes – Regular Monthly Meeting via Zoom.com
Tuesday, March 31, 2020

1. **Call to Order:** Becky called the regular monthly Board Meeting to order at 4:15 p.m.
2. **Minutes:** The minutes for the regular Board meeting of February 24 and the Emergency Board meeting of March 16 (via Zoom.com) were approved as distributed.
3. **Revisions to Agenda:** Becky proposed a revision to deal with a new time for Board meetings.
4. **Librarian's Report:**
Paula cited several items from her emailed report, including
 - Hopefully the WindowDressers Workshop will occur, and the library will be warmer next winter.
 - She selected Caitlin Beauregard as Assistant Librarian, who will be expected to start work when the Covid-19 situation allows for it.
 - The library is closed per Governor Scott's order.
 - She attended a remote meeting March 30 with librarians of other communities.
 - She emailed her recommendations for hours for herself and Emily and hours and salary for Caitlin.
5. **Youth Librarian's Report:**
Emily noted it was difficult to plan spring programs under current circumstances.
6. **Treasurer's Report:**
Donna noted the salary and hours recommended by Paula fitted within library budget projections. The Board discussed the payment of salaries for library staff and voted to pay staff as follows:
 - Pay Debbie through the end of March 2020.
 - Pay Paula and Emily for regular (pre-Covid-19) position hours as recommended by Paula.

- Pay Caitlin as recommended by Paula, when Caitlin begins working (after the library re-opens).

Jennifer and Donna discussed the State's requirement to pay salaries on a bi-weekly basis.

Donna expects to distribute soon the monthly financial report for March.

7. Fund Raising:

Becky and Virginia noted they expected to report on the spring newsletter at the Board's April meeting and hoped to have it out by the end of May.

Carol proposed that planning for the summer raffle wait until the Covid-19 situation is clearer.

8. Board Meeting Time:

The Board agreed to start its meetings at 3:00 p.m. instead of 4:00 p.m. to accommodate Paula's outside activities.

9. Website:

Becky reported that Mary Metcalf is continuing to work on the library website.

10. Building Maintenance:

Becky is to check with the Town Clerk regarding approval of a possible painting contractor for the library exterior.

11. Internet:

Paula reported she signed a contract with Consolidated for three-year internet services which, depending on approval of the E-rate 471 form, will start in July.

12. Additional Items:

- Becky gave special thanks to Paula and Emily for managing the day-to-day operations of the library during this difficult time. She also welcomed back Hal, who reported he is feeling much better after his December illness.
- Hal thanked Becky for filling in so capably for him during his extended absence.

- Paula has library information for Renee as a new Trustee. She also offered best wishes to Alan Wilson, the library's neighbor across the street, who is to undergo eye surgery.
- Carol posted on Facebook that the library has sewing machines for use by patrons. She asked if someone could water library plants during visits to the library, and she also noted sugaring has started much earlier this year.
- Virginia and Hal reported on recent contacts with Phyllis Larrabee.

13. Adjournment:

The meeting was adjourned at 4:50 p.m.

Respectfully submitted, Hal Gray