

Greensboro Free Library
Board of Trustees – Minutes (via Zoom)
September 29, 2020

Present: Becky Arnold, Virginia Lapierre, Lise Armstrong, Carol Reynolds, Renee Circosta, Hal Gray, John Miller, Rosann Hickey, Donna Jenckes, Paula Davidson. Absent: Jennifer Lucas, Emily Purdy.

1. **Call to Order:** Becky called the meeting to order at 3:05 p.m.

2. **Minutes of the August 25, Meeting:** Donna asked for three revisions to the section dealing with the Treasurer’s Report.
 - The sentence “Donna asked that six months of funding be kept available as an operational reserve fund” should be revised to “Donna reminded the Board that six months of funding be kept available as an operational reserve fund.”
 - “Donna is developing a capital budget...” should be revised to “Donna is developing an operating budget...”
 - “Hal noted one of these capital costs ...” should be revised to “Hal noted that capital costs...”

The minutes were approved dependent on these revisions.

3. **Librarian’s Report:**

Paula referred the Board to her September 25 report, and in the interests of time raised only three topics:

- Jeff Montgomery will paint one of the ceiling tiles in the front room to see how it looks, and will then consult about painting all the room’s tiles.
- A few families are returning to the library.
- Paula would like to install an air filter/purifier in the front room for the benefit of staff/volunteers who spend extended periods there (with the understanding patrons do not occupy the room for very long). The Board approved that Paula spend up to \$1,000 for such a filter/purifier.

4. **Youth Librarian’s Report:**

See Emily’s September 29 report. Emily will miss this Board meeting in order to attend REACH today.

5. **Facilities Maintenance:**

Renee reported the following:

- A water heater providing hot water to the “public” washroom has been installed in the basement.
- The staff toilet now flushes.

- Jeff Montgomery has ordered a new railing for the ramp.

Becky noted J. White, contractor, looked at the painting requirements for the roof over the ramp and for the roof on the “new” addition facing the parking lot. He recommends that if there are no leaks in the roof then it should be repainted. Becky is recommending the addition of snow guards to protect cars in the parking lot from damage due to sliding snow/ice. The Board discussed raking the snow from the roof. There was a brief discussion on whether anyone has been hired to shovel the snow obstructing patrons. Donna noted costs for such shoveling should be kept under \$600 per year, otherwise such hiring becomes more complicated, with more paperwork, including an IRS Form 1099.

Becky reported Jeff Montgomery has agreed to be the library’s “handyman” (at \$25 an hour); Renee suggested (agenda item 2) a retainer of \$1,000 for “small upkeep items.” The Board approved item 2 and item 1 of \$500 for the prep room, maker space and back office, which needs re-organizing as workspace for Jennifer Lucas as Donna’s successor, for ad hoc activities such as outside job interviews and zoom meetings, and for AARP tax advisor meetings. Item 3 for a maximum of \$1,500 for painting +/- replacing tiles in the front room was also approved.

Renee is organizing library policy papers and is preparing new instruction folders for new Board members. She and Carol are preparing boxes of books from the book sale room for sale on e-Bay, via Better World Books, with proceeds going to programming.

6. Treasurer’s Report:

Donna’s email of September 29 presented Donna’s proposed budget for submission to the Town Report. This included a note citing the library’s intent to spend up to \$10,000 of endowment funds “in 2021 on expenses not expected to recur year after year.” This led to a discussion about asking the Town to increase its annual appropriation for the library from the current \$25,000 to a new level of \$30,000.

Becky justified the increase by noting that salary costs have increased, that donations to the library may not occur at previous levels, and that she would like increased support by the Town. She added that we have not sought an increase in Town appropriations “in some years.” Paula noted her experience in similar circumstances. Renee thought such a request looked like we wanted more Town funding because we didn’t want to spend our endowment. Hal added that it could look awkward to ask for more funding in a time of straitened circumstances due to Covid-19. The Board voted on a motion to ask the Town for \$30,000. The vote was two in favor and four opposed.

The Board then discussed how to meet expected budget requirements which eventually boiled down to two issues:

- A. How to augment the library’s operating costs?
- B. How to provide for library upkeep and maintenance?

Regarding item A, the Board approved using \$5,000 of the endowment income, using part of our 4 percent income allocation, as a replacement of the \$5,000 increase that was originally being proposed from the Town.

Regarding item B, following a discussion of our desire to take care of deferred maintenance items, Becky moved to include a \$10,000 allocation from our Board Reserve Fund, which is part of our non-endowment, for non-recurring needs, to be included as a footnote to our budget, rather than included as ongoing expenses. The motion was seconded and carried.

Renee noted we needed a narrative to clarify how the budget was being constructed.

7. Fund Raising:

Renee said the newsletter is being started and that Board members should send their ideas to Virginia, Becky, and herself.

8. Adjournment: The meeting was adjourned at 5:40 p.m.

Respectfully submitted, Hal Gray