

GREENSBORO FREE LIBRARY TRUSTEE MEETING
Minutes for 8/31/21
Via Zoom

Present: Becky Arnold, Carol Reynolds, Virginia Lapierre, Tony Acherson, Jennifer Lucas, Krissie Ohlrogge, John Miller, Rosann Hickey, Paula Davidson

1. Meeting called to order at 3:02.
2. Revision to Agenda: Considering the uptick in recent covid cases
3. Approval of July minutes: Tony moved to approve minutes as distributed. Becky seconded. Motion carried.
4. Librarian's Report: Paula presented highlights and updates. Fall programming will be scheduled earlier so as to be able to use the outdoor space. Zoom programming to be shared with other libraries resulting in a reduced cost. Kanopy expense discussion- at this time we're about \$1000 over what was budgeted. It is viewed as a valuable offering and can be part of the overall book budget. A grant opportunity is available through a private donor in connection with the Association of Small and Rural Libraries in New England. Paula shared ideas and encouraged trustees to brainstorm possibilities. The ARPA grant has been submitted and is awaiting approval. Recent donations of children's books will be sorted and offered to the book sale, Lakeview Union library and 4 Seasons of Early Learning. Becky thanked Paula for the library's grant activity. Jennifer has submitted an updated report specific to grant income.
5. Youth Librarian's Report: It's been a busy summer as reflected in the report submitted via email. A special thanks was extended to the Lapierre family for the mud kitchen and the picnic table.
6. Treasurer's Report: A report will be developed for donations/gifts in memory of someone. The treasurer's reports were reviewed and areas were highlighted for discussion. Our expenses at this time are exceeding last year's and the budget. We've been advised to stay within the budget parameters. Payroll is showing the biggest increase. The liquid assets, appropriations from towns and the pre-paid fuel is equivalent to 6 months of operating expenses. The \$10,000 set aside for deferred maintenance will be reviewed by Becky and Jennifer to determine what expenses these entail. The draft of the investment principles was reviewed focusing on liquid funds, endowment and unrestricted funds. Jennifer is waiting for forms from Vanguard. Following review, Virginia moved to approve the principles as presented. Becky seconded. The motion carried.
7. Alternate candidate discussion: A replacement for Donna Jenckes is needed. Becky has a list of possible candidates, noting that there's a Trustee opening in March as well. Tony and Becky will meet to review the possibilities.
8. Human Resource Committee Update: The committee made up of Jennifer, Becky and Carol will be reviewing employee policies and contracts. A need for consistency between the handbook and the contracts exists. A lack of clarity along with the unusual circumstances of Covid has led to some pay issues specific to vacation, sick and holiday

times. Jennifer will make adjustments in quickbooks to reflect what people were entitled to. Flexibility and fairness were encouraged.

9. Technology Support needs: Virginia shared her findings as to what other libraries are doing surrounding technology needs. As budget time approaches, this will be revisited.

10. Covid Update: With the recent uptick in cases, the library is requiring masks.

Vaccinations were also discussed.

Adjourned at 4:52

Submitted by Carol Reynolds