

Greensboro Free Library Trustee Annual Meeting

March 29, 2022 via Zoom
Meeting Minutes

Present: Virginia Lapierre, Beth Meachem, Timothy Breen, Krissie Ohlrogge, Tony Acheson, Jennifer Lucas, Carol Reynolds, John Miller, Paula Davidson

1. Meeting called to order at 3:04.
2. Welcome to new Trustees-Beth Meachem and Timothy Breen
3. Special thanks extended to Alternate Trustees- John Miller and Carol Reynolds
4. Virginia moved to approve the 3/21 meeting minutes as distributed. So passed.
5. Election of new slate of officers for the upcoming year:
CHAIR Tony nominated Virginia Lapierre. Tim seconded. All in favor.
VICE-CHAIR Virginia nominated Anthony Acheson. Beth seconded. All in favor.
TREASURER Virginia nominated Jennifer Lucas. Krissie seconded. All in favor.
SECRETARY Virginia nominated Carol Reynolds. Krissie seconded. All in favor.

Meeting adjourned @ 3:10

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1. Meeting called to order @ 3:11
2. No revisions to the agenda
3. Tim moved to approve the minutes of 2/22/22 as circulated. Virginia seconded. So passed.
4. **Librarian's Report** Trustees were asked to consider the plan for the use of the fireplace. Paula will ask Kim if the library is still designated as an emergency shelter. An electric system was suggested. Community input on use will be sought out. The Kanopy account will be renewed. As most of the patrons who access it are out of town, Paula may be asking for donations to help support it. There are currently 2 e-mail accounts for the library- greensborofree@gmail.com is the preferred one. The other one will no longer be used. Diversity audits are being done with the collection in conjunction with the online classes our librarians have been taking. Trustees were invited to attend a local library tour to be held on April 26 featuring Jeudevine Library, Greensboro Free Library, East Craftsbury Library and the Craftsbury Library. April 19 is a Heritage Gardening workshop on Zoom.

5. **Youth Librarian's Report** The scheduled time does not work for Emily to attend monthly meetings. Moving forward, Paula will include her report within the librarian's report.
6. **Treasurer's Report** Jennifer acknowledged the successful Town vote- \$30,000 has been posted as receivable. John and Carol are working with Jennifer on an audit review. Janice resigned on 3/11. Jennifer is now doing the bookkeeping. She'll look for a bookkeeper if the need arises. VLCT is doing a workman's comp insurance audit which will be paid for by the Town. A short summary of the financial reports will be included with the monthly minutes and kept in a binder at the library. Following discussion, it was moved by Jennifer and seconded by Tim to have Tapia Huckabay, a non-profit tax accounting firm out of Burlington, complete the library's taxes. The motion carried with one opposing. Rick Ely, Jennifer and Virginia will be meeting with the Selectboard to clarify endowments, capital, and town expenses of the library. Upcoming expenditures need to be presented to the Selectboard. A front basement leak- mold and wetness need to be addressed- a mason will be contacted for an estimate, and the painting of the roof are current identified needs. Beth will seek out information from Becky regarding painting. Ellen Celnik has taken on the role of selectboard liaison. A time to meet with Virginia and Jennifer will be scheduled. Jennifer stated that the fiscal year change would be better to be explored for the following year, allowing budgeting to occur for the transition. The financial committee is mandated by the library's by-laws. It meets quarterly- Jennifer has met with the committee in June, November, March and the next meeting will be held in July. Members are Rick Ely, Susan Coffey, Mike Cassidy and Eric Hanson (replacing Tony Irwin).
7. **Strategic Planning Update** Following discussion, Beth moved to hold the first meeting on May 4, 2022 at 1:00, in person with a zoom component. Krissie seconded. So passed. This meeting will need to be warned. The goal for the first meeting is to review where we're at, develop a to-do list, brainstorm ideas as to where the library is going and its role in the community. Paula suggested a specific book containing templates to work from. The current plan can be found on the website and should be reviewed by all prior to the May meeting.
8. **Facilities Update** Beth has completed a walk-through, room by room, of the library. A new facility handbook is being developed and updated. Laura Hill will be offering estimates for planters in the front garden- low maintenance. Jeff Montgomery is no longer able to be the library's handyman. Window inserts will be ready for pick-up in May in Norwich. Paula is seeking someone to do that. An engineering study was suggested to develop options for parking. The \$2500 from the Town expires at the end of June. Proposals for the roof painting and the front basement leakage need to be submitted for approval by the Selectboard.
9. **Author Series Update** Beth shared an overview of the author series being developed. Collaboration with community organizations was discussed. A proposed community-reads project was presented.
10. **Covid Procedure Update** Virginia shared information from Karl Stein. Weekly testing for staff and volunteers can be lifted at this time. With cold symptoms, a negative rapid test is required. A negative PCR test is required before returning to work if someone is

known to be a close contact. Both the PCR and the LAMP tests are available at the Hardwick testing site. Free covid tests are now available at the library. Motion to continue the current masking procedure until the April meeting and to update the current procedure to reflect testing requirements was made by Tim and seconded by Krissie. So passed.

11. **Granite Bench** Becky Arnold will continue to work on this. Ann Landon will be in town on 4/11. Virginia and Beth will represent the Trustees in the discussion.
12. **Spring Newsletter** Virginia hopes to have a draft ready for the April meeting with the goal of having it ready by the end of May.
13. **Priorities for the Coming Year** Strategic planning development, fundraising vrs. capital campaign discussion, and on-going policy review were proposed.
14. **Next meeting** April 26, 3pm, Zoom format.

Adjourn @ 5:32