

Greensboro Free Library Trustee Meeting
August 30, 2022
Minutes

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

1. Meeting called to order at 3:09 following some tech issues.
2. Revisions to the agenda- extra information during the Treasurer's Report, update to no smoking signage/policy, update on ARPA monies, executive session to discuss staffing and building usage.
3. 7/26 minutes were approved with revisions.
4. Librarian's Report: Paula has accepted a part-time position at the Craftsbury Library. Emily received a Greensboro Association grant of \$1000 for summer programs and landscaping. Rain barrels are being considered. A map of Caspian Lake along with a donation for framing has been received. A review of our donation policy is needed. Technology updates were discussed. Beth urges that all staff have their own computers for use as well as the addition of a couple of I-Macs. Tony agrees that we should keep our technology up to date. ARPA funds were discussed with project proposals in draft form. Paula and Beth will be revising the grant proposal to reduce PC computers from 8 to 6, to add 2 I-Macs and to include verbiage regarding cooperation with SPARK for a tele-health space. A brief special meeting may need to be held in early September to focus on this. Paula shared news of upcoming Department of Libraries webinars focusing on budgeting. Jennifer plans to attend 2 of the 3.
5. Treasurer's Report: Jennifer reviewed financial statements as emailed to the Trustees prior to this meeting. She expressed concerns about conflicts of interest and asked that our policy be reviewed. Should tasks be put out to bid when family of Trustees or staff are involved? Should the board seek additional quotes for sub-contracting in the form of bids and proof of liability insurance? An identified need is a new railing and the tilting of the entry ramp. Bids will be sought out for these two issues. Current policies and procedures will be annually reviewed to insure that we avoid any conflict of interest. Jennifer is reviewing the tax return which will be made available prior to submission. As part of that, Jennifer needs the number of hours/week Trustees spend on board issues.
6. Masking discussion- Mask friendly or mask recommended? Signage will read : We encourage you to continue wearing masks, whether vaccinated or unvaccinated.
7. Collection Policy- Virginia moved to accept the policy as distributed. Krissie seconded. The motion passed.

8. Smoking update- As the library is a town building, the town rules/expectations regarding smoking should apply- no tobacco within 30 feet of the building. We'll move to turn this into a specific library policy after it's been properly warned. Signage will be placed in the front and the back of the building.
9. Strategic Planning update- the 9/14 meeting needs to be rescheduled.
10. 4:36 Entered executive session for staffing issue and building usage. Out at 5:14.
Virginia moved to update key policy. Tony seconded. The motion passed.
11. Meeting adjourned.