

Greensboro Free Library Trustee Meeting Minutes
October 25, 2022

Present: Virginia Lapierre, Anthony Acheson, Beth Meachem, Carol Reynolds, Jennifer Lucas, John Miller, Shelly Jungwinth

1. Meeting called to order @ 10:04
2. Revision to agenda- newsletter discussion
3. Minutes of 9/27/22 were approved as distributed. Moved by Tony. Seconded by Beth. Motion passed.
4. **Librarian's Report:** Paula sent a detailed report to the Trustees. She was attending a conference at the time of this meeting. Any questions about the report, please contact her. Virginia reminded Trustees of the ARPA meeting on 10/26 at Lakeview. The library has submitted 2 grant requests for consideration.
5. **Treasurer's Report:** Jennifer shared the tax return draft for discussion and clarification. Working with a CPA was well worth doing. Jennifer moved to approve form 990 for the year 2021 as presented. Beth seconded. Motion passed. Financial reports were presented for review and discussion. These reports need to be simplified- current system is unnecessarily complicated. Reporting through the lens of equity categories will be more straightforward- endowments, temporarily restricted, and unrestricted funds. Jennifer spoke to the current donation number and encouraged active seeking of donors to increase the number by the end of the year. The budget needs to be ready prior to Thanksgiving. A special budget meeting has been scheduled for Wednesday, 11/16, at 1:00. Commendations and thanks were given to Jennifer for the immense amount of work involved in her duties as Treasurer.
6. **Facilities Update:** Virginia has been in contact with a locksmith who has provided both estimates and recommendations. Tony suggested that we look into a code system of entry. An entry way camera was suggested as well as the creation of a key holding policy. Tony moved to authorize the spending of up to \$800 for building security. Carol seconded. Motion passed. Beth continues to move forward with driveway and wet basement issues. Fixtures for the staff bathroom will be picked up in early November.
7. **Strategic Planning Discussion:** All agreed that with expected increased expenses, time needs to be devoted to an intense annual fundraising campaign approach. A Friends of the Library Committee needs to be recreated and may need to pursue a capital campaign. We need to clearly address/identify needs which will result in more effective and consistent fundraising. A comparison of how other towns support their library was requested. Beth and Virginia will draft a statement of need/ vision for the library- clear messaging to promote the library and increase giving/ donations. The newsletter will reflect this message and be ready to mail out by Thanksgiving. Trustees are asked to write personal notes when possible. The development of committees to focus on the 4 identified areas was discussed. A list of community people was generated and will be pursued for advice and participation. Beth moved to approve the strategic plan as presented based on 4 identified areas- physical space, financing,

staffing and programming- with the changing of headers on the plan to reflect year dates. Jennifer seconded. The motion passed.

8. With the special 11/ 16 meeting date, no regular November meeting has been scheduled at this time.
9. **Staff Appreciation:** Carol agreed to work on this.

Adjourned at 12:00. Tony made the motion. Beth seconded. The motion passed.