**GREENSBORO FREE LIBRARY**

**Board of Trustees**

September 26, 2017

Minutes

Present:

Trustees—Hal Gray, Ken Johnston, Donna Jenckes, Becky Arnold, Carol Reynolds, Virginia Lapierre

Alternates—John Miller

Librarians—Mary Metcalf, Debbie Kasper, Emily Purdy

Absent—Rosann Hickey-Cook

The meeting was called to order by Hal Gray at 4:05 pm.

There was no revision to the agenda as circulated by Hal.

The minutes of the meeting for August 29 were amended to reflect the correct title “Symphony for the City of the Dead” that was part of a book discussion earlier this year.

Librarian’s Report—Mary reported that new books have been ordered. Now Mary’s attention is on the new catalogue system, VERSO, that we are changing over to October 23. Mary has heard from other librarians about some problems adjusting to the new system, so she advises that we keep our current Library World system going through the transition.

Youth Librarian’s Report—Emily is planning to launch the Little Library book boxes on Halloween while kids are out trick-or-treating. She is looking for help from the Board with this project. Emily also mentioned a possible alternate for our Library Board. She will investigate this lead. The Maker Space is open for exploration. Emily reported that more advertising needs to be done for this space.

Treasurer’s Report—As always, Donna provided the Board with excellent reports detailing the Library’s financial position. After discussing these reports, talk moved to the larger-than-expected bill for our annual fire alarm inspection. Donna has been in contact with the State Fire Marshall and Mountain View Security for input on usual charges for such a job. Pro Tech’s work was thorough, but the length of time they spent here is in question. Donna will continue to pursue this. Donna is also working her way through boxes of old financial records to keep only what is advised by the State and IRS. Soon, she will be compiling a list of her usual duties for the Board to use as we look for a new treasurer/bookkeeper for when Donna’s term is up in March.

Maintenance Report—There is still a need to clarify with the Town what maintenance falls under their responsibility through our lease, and what is the Library’s to take care of. Ken will continue to gather bids on the roof replacement and the painting of exterior of the building, while Hal investigates repairs to the South Exit and the state of our septic system. The Board was reminded that safety and structural integrity of our building is our priority in planning projects.

Fundraising Report—Becky is looking into switching from our current database to Quick Books. A first draft of our November fund-raising letter will be started by Carol and Virginia, and be ready to present to the Board at our next meeting.

Chairman’s Report—The topic of an author’s recognition event was revisited. Perhaps there can be a collaboration with the Historical Society. We will continue to investigate this in hopes of having an event next summer.

Old/New business:

--There is still an opening for a volunteer at the desk on Fridays from 3:00-5:00.

--The Volunteer Tea appreciation event was well received and mentioned in the Hardwick Gazette.

--Even though the weather has been unusually warm, we need to start thinking about snow removal for the winter. Ken and Mary will talk about options.

Hal made a motion to adjourn at 5:45. It was seconded, and approved unanimously.

Respectfully submitted,

Carol Reynolds, Secretary