

GREENSBORO FREE LIBRARY TRUSTEE MEETING

April 28, 2015

Unapproved Minutes

Trustees: Diane Irish, Ken Johnston, Donna Jenckes, Hal Gray, Gina Jenkins, John Miller (alternate), Cathie Wilkinson

Librarians: Mary Metcalf, Debbie Kasper

Absent: Librarian Emily Purdy, Denise Stuart, Carol Reynolds (alternate)

The meeting was called to order at 5:05 pm.

The **minutes** of the March 31, 2015 meeting were approved as written.

The **Librarian's Report** was sent by email to the board members. Mary Metcalf noted that she was able to purchase 60 new books for young adults through a grant from the Libri Foundation. She will be away from May 9 to May 23. Mary provided a draft copy of the Spring 2015 newsletter. A motion was made and approved to authorize Mary Metcalf and Diane Irish to take care of printing the newsletter.

The **Youth Librarian's Report** was sent by email to the board members. Emily Purdy will be taking maternity leave in the fall and is working to find people to take care of the story hour programs for her.

Fund-raising Report: Gina Jenkins is entering data into the new NonProfitEasy fund-raising computer program and hopes to have it ready by the time donations from the 2015 Spring fund drive are received. This will include being able to accept credit card donations on the Greensboro Free Library website. Carol Reynolds and Diane Irish have drafted the Trustees Letter for the Spring fund drive mailing. Becky Arnold has been asked to comment on it. Gina is redesigning the return envelopes to collect more information and to include the credit card donation information. Mary will order more large envelopes and Donna Jenckes will produce mailing labels so that the trustees and others may begin to produce the mailing. In addition, Gina is working with Emily Purdy on applying for grants from the Greensboro Association and the Pleasants Fund. The Library brochure still needs to be updated.

Hal Gray is working on an update of the **Emergency Preparedness Manual**, coordinating with the work Gina Jenkins did in 2014, as well as with Ken Johnson.

The **Treasurer's Report** sent by email to the board members by Donna Jenckes was accepted as submitted.

Maintenance Report: Ken Johnston noted that the picture window for the Young Adult Room has not yet arrived. He will begin to collect design ideas for a roof over the rear emergency exit. Ken added that portions of the exterior of the building will need painting this summer.

Chair's Report: Diane Irish was reminded that the Long Term Plan needs to be reviewed. Cathy Wilkinson will address needed updates at the May meeting.

The meeting was adjourned at 6:05 pm.

Respectfully submitted,
Gina Jenkins, Secretary