

GREENSBORO FREE LIBRARY

Board of Trustees

February 28, 2017

Minutes

Present: Trustees Hal Gray, Donna Jenckes, Carol Reynolds, Ken Johnston, Becky Arnold

Alternates Virginia Lapierre, Cathie Wilkinson, and John Miller

Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy

Volunteer: Gina Jenkins

The meeting was called to order by Chairman Hal Gray at 4:00 pm. Hal welcomed Cathie Wilkinson back and expressed the Board's best wishes to her husband Gordie in his recovery.

The minutes of the meeting of January 31 were accepted as distributed. Hal thanked Gina Jenkins for volunteering as secretary.

Librarian's Report – Mary Metcalf recommended the Siege of Leningrad book discussion. The book is important historically although admittedly depressing. The Town's insurance inspector toured the Library recently and left a good report. He warned that every fire extinguisher in the building must be inspected once a month and signed off on. Ken Johnston plans to do this the day of each monthly Board meeting. Mary has installed a privacy shield on one of the computers in the reference room, and since it works very well, will install a second on one of the three computers in the alcove. She noted that Mike Metcalf has been working on the back room on the second floor.

Youth Librarian's Report – Emily Purdy noted that the four animal tracking programs were very well attended. Mary and Emily were thanked for all the work they put in on their monthly reports.

Treasurer's Report – The Board complimented Donna on her reports this month, particularly the graphs. Hal thanked Donna for the information on the endowment funds and reported that, because of the amount of funding involved, we believe it is appropriate to set up a separate endowment fund: the "Diane and Loomis Irish Fund." Donna proposed to flag issues rather than reviewing each report in detail. She asked board members to let her know if they have concerns to be discussed during the meeting. Hal is to review the February financial reports with Donna and notify Board members of any significant questions. Donna reported that the Library finances have been very stable and that Mary Metcalf has done a good job keeping expenditures within the budget. Hal Gray asked Donna for a draft of a capital budget. Donna asked him to provide her with the Building Audit Checklist that he and Ken Johnston gave to Judy Carpenter for the Select Board. The Capital Budget will be an item for the March board meeting.

Maintenance Report – Ken Johnston is still working on replacing the hand-rail on the ramp entrance. Donna Jenckes will send Ken more information on ADA compliant rails. Ken reported that Mike Metcalf has done an excellent job covering exposed insulation in the upstairs back room with wall board. He was assisted in this project by Willie Walsh and Scott Young. Mike wants to insulate the outside wall. The Board authorized him to use foam insulation rather than insulation board. An electrician is coming next week to install lights in that room. It will not be open to the public as there is no sprinkler system. Ken distributed a draft procedure on employment that would reflect the State

regulations on employees, contractors and volunteers. Becky Arnold will check with another library in the State on their procedures. Hal Gray thanked Ken for all his work on this issue. Hal also thanked Mike Metcalf, Scott Young and Willie Walsh.

Fund Raising – Becky Arnold thanked everyone for their support of a very successful Chili Dinner, the best yet. She circulated thank you notes for Board signatures to Jasper Hill Cellars, Willey's Store, and Rose Friedman and her mother Denny. Becky thanked Donna for the new reports and noted that the graphs were very helpful. She noted that donations were slightly down for 2016, in large part because there was no summer gala. She asked for a planning strategy session for fund raising in 2017 with Hal Gray, Gina Jenkins, Ginny Lapierre and Mary Metcalf. She also noted that it is time to begin planning a May newsletter.

Old/New Business – There was a discussion of the three Board vacancies to be voted on at Town Meeting. Ken Johnston agreed to run for the one-year term, Becky Arnold and Ginny Lapierre agreed to run for the two three-year terms. Hal Gray applauded John Miller's long-term service as an alternate. John stated that he preferred to remain as an alternate. Mary Metcalf has prepared two hand-outs for town meeting with library use statistics and financial information. Hal thanked Mary for all her work on this.

Debbie Kasper will be out on medical leave from March 29 for two to four weeks. Mary Metcalf is open to deferring her vacation until April 14 or 15 and will return by June 1. Jan Travers will assist Debbie during Mary's absence with the help of Emily Purdy and Rose Friedman. The Board expressed its best wishes to Debbie for a speedy recovery.

Hal Gray has written a letter of support as Chairman of the Board for a grant application submitted by the Art House in Craftsbury to the U.S. Department of Agriculture for an adult maker-space in the ground floor of Fellowship Hall in Greensboro.

At the Greensboro Legislative Breakfast last week Hal learned that the Craftsbury Library has sent a letter of support for the Vermont State Department of Libraries. Hal will work with Mary Metcalf on a similar letter from the Greensboro Free Library.

Ken Johnston made a motion to go into Executive Session to discuss personnel matters at 5:40 pm. The motion was unanimously approved. The session ended at 6:05 pm.

Hal Gray gave the Board members the following homework – to review and comment on the revised Librarian job description and the draft 2017 evaluation format.

The meeting was adjourned at 6:10 pm.

Respectfully submitted,

Gina Jenkins, Secretary