

**GREENSBORO FREE LIBRARY  
TRUSTEE MEETING**

April 26, 2016  
Meeting Minutes

Present: Trustees Hal Gray, Ken Johnston, Gina Jenkins, Donna Jenckes, Carol Reynolds, Becky Arnold, and Alternates John Miller and Cathie Wilkinson  
Librarians: Debbie Kasper, Emily Purdy  
Absent: Stephanie Garguilo, Alternate

Meeting called to order by Hal Gray, Chair, at 4:05 pm. He welcomed Cathie Wilkinson back from her winter in Florida.

The minutes of the meeting of March 29 were accepted as distributed.

Librarian's Report: Debbie Kasper, acting Librarian, reported that everything is going smoothly. She thanked Gina Jenkins for organizing Vermont Library Snapshot Day during National Library week, and Hal Gray for taking photographs that day. The photos are on display in the library and have been posted to Facebook. Hal offered his appreciation for everyone's support of the event. Debbie noted that the children loved the scavenger hunt. They were able to select a book from the book sale with each completed hunt. She and Emily Purdy have decided to continue the scavenger hunt through the summer months. Mary Metcalf reports that she and Mike are more than half-way through their hike on the Appalachian Trail in the mid-Atlantic states, and that they are posting photos on Facebook.

Youth Librarian's Report: Emily Purdy is working with the home-school group on their tour of the world. Hal Gray offered to talk to the children about Africa. She is looking for someone to do a hands-on ecology class for kids on Caspian Lake and Gina suggested that she ask Penny Bretschneider. Emily is working on completing the application for a Clif grant by May 4<sup>th</sup>.

Treasurer's Report: Donna Jenckes distributed copies of the year-to-date Statement of Financial Income and Expense, the April 15, 2016 Statement of Financial Position, and the year-to-date Cash Flow Analysis. Hal Gray thanked her for her work on keeping these reports current. Donna is working on the recommendation of the Finance Committee to improve internal financial controls at the Library. She and Carol Reynolds will do the check book reconciliation in May. The Board will formalize the procedures after trying out Donna's recommendations.

Maintenance Report: Ken Johnston reported that paint seems to be flaking off the roof on the east side of the new wing of the building. He will find an expert to take a look at

what kind of work may be needed. Ken will ask the Town Office about a bid process policy. Hal Gray and Ken will work on completing the maintenance procedure manual.

Fund Raising: Becky Arnold circulated a draft of the May newsletter that has been laid-out by Donna Jenckes. Becky has interviewed Anne Harbison as the volunteer of the year, Gina Jenkins has provided a number of articles, and Hal Gray has provided photos. The plan is to print a 8 ½ x 14 inch newsletter with color photos this year, and to have it mailed by May 15. Becky thanked Tom Anastasio and Gina Jenkins for their work on a new Excel spreadsheet for the labels. Gina reported that she is unhappy with the donation software since Fundly took over NonProfitEasy at the beginning of the year. She and Tom will look at alternatives in consultation with Donna Jenckes.

Summer Author Recognition Event: Krissie Olhrogge has accepted the invitation to be honored as the Greensboro author of the year at an open house at the Library on Wednesday, July 20 from 4-6 pm. Becky will send an official letter to Krissie who will speak about her work and the books published under her pen name of Anne Stuart. Gina Jenkins, Tom Anastasio and Bronwyn Masse will provide music. Gina is applying for a one-day license (\$20.00) to serve wine and beer at the Library. [After the Board meeting, she learned that bar tenders must be employees of the Library. She is working on this matter.]

Chairman's Report: Hal Gray reported that he is following the efforts of the Greensboro Selectboard to draft regulations on the posting of signs on town property as this might affect the sign-board used on the Library lawn to publicize events at the Library.

Old Business: Cathie Wilkinson is working on a review of the long-range plan approved in November, 2010 for the five years 2011 – 2015. She will send her notes to all the board members for their input on what was done or not done. At the May meeting, we will discuss beginning work on the next five-year plan.

The meeting was adjourned at 5:15 pm.

Respectfully submitted,

Gina Jenkins, Secretary