

Greensboro Free Library Trustee Meeting
Unapproved Minutes
August 25, 2014

Present: Diane Irish (Chair), Ken Johnson (Vice-Chair), Gina Jenkins (Secretary), Donna Jenckes (Treasurer), John Miller, Denise Stuart
Alternates: Cathie Wilkinson, Carol Reynolds
Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy
Public: Hal Gray

1. **Meeting** called to order by Chair at 5:00 pm.
2. **Minutes** of the July 29, 2014 meeting were approved as distributed.
3. **Appointment** of a trustee to fill out Ed Stehle's term will be made by the Select Board. The notice has been posted and applications are due September 2.
4. **Librarian's Report** was presented by Mary Metcalf. She noted that she has begun to work on the Edge Initiative and that the survey is due October 1. Work on Geek The Library is on hold until after the work is completed for the Edge Initiative.
5. **Youth Librarian's Report** was presented by Emily Purdy. In addition to her written report, she noted that the cost for the summer activities came to \$1,157 with an additional \$30 in materials. She is working with Linda Ely to put the library programs on the community calendar. Next summer, she hopes to have Maker Space programs for teens.
6. **Treasurer's Report** was presented by Donna Jenckes. A work group, consisting of Mary Metcalf, Ken Johnson, Denise Stuart, and Donna Jenckes, will begin to prepare the budget for 2015.
7. **August Benefit Report** was presented by Diane Irish. The honoree for 2015 will be Gish Jen. There was a discussion of the benefits of continuing the same type of fund-raiser for the library in future years. It is good for public relations, and this year, we made approximately \$1,500.
9. **Volunteers' Report** was presented by Debbie Kasper. Debbie and Mary Metcalf were thanked for a successful Volunteers' Tea.
10. **Maintenance Committee Report** was presented by Ken Johnson. He noted a number of problems with the building that must be addressed in the coming months. Due to rotting sills, the cost may be as much as \$2,300 to replace all three windows in the Young Adult Room. Ken was asked to look into the costs of 1) replacing the two sash windows with casement windows and replacing the picture window, 2) replacing all three windows with 4 casement windows, and 3) replacing the two sash windows with casement windows and removing the picture window, giving the Young Adult room more wall space. Denise Stuart said that she would ask the Town Office for a copy of the insurance policy. It was unclear whether the \$1,000 deductible was annually or for each claim. In addition, there is a water problem in the video/DVD room that needs to be investigated and fixed, and a water problem with a roof vent. Part of the roof needs repainting, and the exterior wall on the north side may need to be repainted as it looks like the nails are beginning to rust. Ken was asked to make a list of the jobs and estimated costs so that these can be included in the November appeal letter.

13. **Chairwoman's Report** was made by Diane Irish. She asked Carol Reynolds and Ken Johnston to work on the Librarian's evaluation. Gina Jenkins will work on grants with Mary Metcalf. Gina, Carol, Mary and Diane will work on the draft of the appeal letter to be mailed November 15. Ruth Lawrence will be asked to help with the letter as she is able. Cathie Wilkinson, Diane, and Denise Stuart will handle the thank you letters. As there was no old or new business, the meeting was adjourned at 6:14 pm.

Respectfully submitted,

Gina Jenkins
Secretary