

**GREENSBORO FREE LIBRARY**  
**TRUSTEE MEETING**  
December 15, 2015  
Meeting Minutes

Present:

Trustees: Hal Gray, Gina Jenkins, Donna Jenckes, Becky Arnold

Alternates: Cathie Wilkinson, John Miller

Librarians: Mary Metcalf, Debbie Kasper

Meeting called to order by Hal Gray, Chair, at 4:00 pm. He reported that Carol Reynolds' right arm and shoulder are on the mend.

The minutes of the November 24, 2015, meeting were accepted as distributed.

Librarian's Report - Mary Metcalf has met with local librarians and the Jeudevine Library trustees regarding computer-use and pornography. She has posted our computer use policy by every computer. The Hardwick Police have been very helpful and have invited library staff and volunteers to call them whenever there is a problem. Mary is working on updating the Volunteer Handbook and asked the Trustees for a more comprehensive privacy policy. She was asked to draft such a policy and to present it for approval at the January, 2016, meeting.

Youth Librarian's Report - Rose Friedman could not attend but submitted her report in writing. Hal Gray said that Rose and her mother Denny Partridge deserved special kudos for their children's production of The Animals In Winter. It was absolutely delightful and played to standing-room only audiences in four locations. Rose has agreed to organize an additional performance for the Chili Dinner winter fund-raiser for the Library. Two dates were suggested, February 5 and March 11. Mary Metcalf will check with the Church on the availability of Fellowship Hall for the event.

Treasurer's Report - Donna Jenckes presented her report. She has received the Greensboro town allocation for 2015 and the financial position is good. She recommended waiting for her year-end report in January to discuss details. The Library should have an internal audit done annually or an external audit. As it has been several years since an external audit was done, Donna said that she will call several auditors for estimates and recommendations and that she will submit her plan at the January meeting.

Maintenance - Hal Gray presented his draft of the new emergency procedures manual. Cathie Wilkinson expressed concern about how comfortable some volunteers may feel handling some of the procedures. Hal pointed out that the most important part of the document is the front page that lists who to call in case of various types of emergencies.

There should be a two-tier response, and the responsibility of the volunteers would be first to make the necessary phone calls to 911 and Library emergency personnel, and then to address any problem to the extent of how comfortable they feel in doing so.

Mary Metcalf is on the Town of Greensboro's emergency committee and is prepared to offer the Library as part of an emergency preparedness plan. If the town decides to purchase and install a generator at the library, it would be paid for by the town. Hal Gray will add a paragraph to the Library's emergency procedures manual about the use of the Library as an emergency shelter.

Mike Metcalf has built a new set of bookshelves for the upstairs storage room. Ken Johnston is making a list of what needs to be done in priority order with costs - painting, electrical, windows, floor covering, etc. The Trustees greatly appreciate the time and effort that Mike has put into repairs, general upkeep and functionality for the Library this fall.

Fund-raising - Gina Jenkins reported that there have been 343 donors (with 40 repeat donors) to date in 2015. Her numbers and Donna's numbers for donations do not match and they will try to work this out after the first of the year. Donna has a larger number than the NonProfitEasy program registers. Twenty-two donations were made in memory of Dodo Jacobs (in response to an article in the Spring newsletter), 8 in honor of Ian Davidson's birthday (at his request), and 13 donations made to the various endowment accounts.

Chairman's Report - Hal Gray has written job descriptions for the Board Chair and for Trustees. These will be discussed in January. He presented the names of several people to be considered as alternate trustees and asked for other nominations. He is hoping to find a younger person with children to diversify the board representation. After some discussion, Hal was authorized to exercise his discretion in following-up on the suggested list in priority order.

Becky Arnold will not be able to attend the January and February meetings. Cathie Wilkinson will not be able to attend the January, February and March meetings.

The meeting was adjourned at 5:35 after which Hal Gray led interested trustees in a tour of the basement.

Respectfully submitted,

Gina Jenkins, Secretary