

## GREENSBORO FREE LIBRARY TRUSTEE MEETING

February 24, 2015  
Unapproved Minutes

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

Librarians: Mary Metcalf, Emily Purdy

Absent: Denise Stuart, Trustee, Debbie Kasper, Assistant Librarian

The minutes of the January 27, 2015 meeting were approved as received.

**Revisions to the Agenda:** Annual evaluation of the Librarian

**Librarian's Report:** A detailed report was received via e-mail. Mary Metcalf explained the revised bulletin board policy. All proposed postings will be approved by a librarian. The Library bulletin boards will not be available for personal or family use, nor will profit-making advertisements be posted. There will be a four-week limit on items posted.

**Youth Librarian's Report:** A detailed report was received via e-mail. Emily Purdy added that 94 children and 62 adults attended the children and family programming in January.

**Maintenance Committee Report:** Ken Johnston reported that the furnace has been cleaned by Rod Kerr and that the window for the Young Adult Room has been ordered and will be installed when the weather permits.

**Fund Raising:** The Chili Dinner will be held in Fellowship Hall on Friday, March 6. Gina Jenkins reported that she, Hal Gray and Diane Irish have been working on plans for fund-raising in 2015 to include a spring and fall mailing, the chili dinner, a summer benefit honoring Greensboro author Gish Jen at the home of Diane Irish, and a summer raffle with the prize of \$100 worth of books from the book sale. The goal this year is \$50,000.

The Vermont Community Foundation provides investment services and support for planned giving to community nonprofit organizations. Gina Jenkins, Diane Irish and Mary Metcalf will contact the Foundation to plan a meeting this spring.

**Town Meeting:** Hal Gray, Gina Jenkins and Donna Jenckes will be nominated for 3-year terms on the Library Board of Trustees.

**Treasurer's Report:** Donna Jenckes presented the Statement of Financial Income and Expense and the Statement of Financial Position for the year ending December, 2014, as well as statements for January 2015. She is working on a report for the endowment funds. She will call a meeting of the Finance Committee in March or April to discuss a policy for the use of investment income, a policy on funding long-term capital expenses, and a policy for how much cash-on-hand should be retained in anticipation of average expenses. The Committee should also decide how to handle the three certificates of deposit that will mature in 2015. \$2,500 has been received from the Turrell Fund that was not listed in the January statements. Diane Irish noted that there will be a meeting of the Turrell Fund in Burlington in June and that she would like another board member to attend it with her.

There was a discussion of how to relieve the Treasurer of certain responsibilities. Gina Jenkins and Hal

Gray will work with the fund-raising donations and donor lists and will try using a new computer program. Donna is evaluating the benefits of using another agency to handle payroll and payroll reporting. Diane Irish will gather a group to work on the spring newsletter that Donna has prepared in the past.

**Chair's Report:** Diane Irish would like the Board to consider increasing the number of alternates to include a non-resident member. This discussion will be taken up at the March Board meeting.

At 6:30 pm, Ken Johnson made a motion to move to executive session to discuss personnel issues. This was seconded by Donna Jenckes and approved. The Executive Session reviewed and approved the annual evaluation of the Librarian prepared by Carol Reynolds and Diane Irish. This session ended at 6:50 pm.

The next meeting of the Board will be at 5 pm on Tuesday, March 31.

The meeting was adjourned at 6:52 pm.

Respectfully submitted,

Gina Jenkins, Secretary