

## **GREENSBORO FREE LIBRARY**

### **Board of Trustees**

January 31, 2017

### **Minutes**

Present: Trustees Hal Gray, Donna Jenckes, Carol Reynolds, Ken Johnston, Becky Arnold, and Alternates Virginia Lapierre and John Miller

Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy

Guest: Gina Jenkins

The meeting was called to order by Chairman Hal Gray at 4:05 pm.

The minutes of the meeting of December 13, 2016, were approved as distributed.

Gina Jenkins has resigned as a Board Member so that the vacancy will be in the Town Report for Town Meeting. Ken Johnson and Becky Arnold are finishing their terms to be reappointed. The one year left in Gina's term will need to be filled. There was a discussion about by-law implications and conflict of interest. Gina will continue as a volunteer until she moves from Greensboro in April, 2017.

Librarian's Report – Mary Metcalf noted an upcoming collaborative event with the Craftsbury Chamber Players, and shared the information sheet that she has prepared for distribution at Town Meeting. She asked for leave beginning April 1<sup>st</sup> to hike more of the Appalachian Trail. Emily Purdy will support Debbie Kasper during this time. Ken Johnson moved to accept Mary's proposal. This was seconded by Carol Reynolds and unanimously approved.

Youth Librarian's Report – Emily Purdy said that the home school children are working on a play to present at the Chili Dinner on Friday evening under the direction of Rose [last name?]. There will be an ASL sign language class for the Tuesday morning home school group in March and April. Hal Gray encouraged board members to participate in all library programs and events. There will be a 3-session nature tracking workshop funded by a supplementary Cliif grant after school in February.

Treasurer's Report – Donna Jenckes distributed copies of her financial reports. The Board reviewed the Comparison of Budget vs Actuals for 2016 and the Year End Financial Report. Hal Gray asked Donna to determine whether there should be a threshold for the establishment of a named endowment fund, and if so, what the threshold amount should be. Ken Johnson reported that he has spoken with the Town Clerk who advised him that only licensed contractors with liability insurance or workmen's compensation should be hired to do work at the library. Ginny Lapierre will contact the town office to find out who they use to shovel snow and the amount being paid. Mary Metcalf noted that a snow shoveler must be willing to start at 8 am before the library opens.

Maintenance Report – Ken Johnston is replacing the top railing on the entrance ramp with pressure-treated wood. He showed the board an example of an aluminum-core, plastic-covered railing that meets ADA requirements for the secondary railing. This type of railing would cost about \$1,000. Iron pipe would not meet ADA requirements. Ken was asked to research teak and other wood for railing and the maintenance cycle that would limit the likelihood of splinters. Hal and Ken have met with select board member Judy Carpenter and provided her with a completed questionnaire that covered

building usage, health and safety issues, structure information, including roof, energy efficiency, and utilities.

Fundraising – Becky Arnold reviewed needs for the Chili Dinner on Friday, February 3<sup>rd</sup>. She proposed that she order blank note cards for Library use and was authorized to purchase 500. Ginny Lapiere suggested that the Library might offer some for sale. Becky reported that she and Gina Jenkins met with Donna Jenckes to discuss the transfer of the fund raising data base from Fundly to an on-line version of Quickbooks. This will be accomplished before the end of March when the Fundly bill comes due for the next year. Becky also asked the Board to consider a proposal to establish a Legacy Society that would encourage people to include the library in their estate planning. There might be an annual event for members, and the information would be included in library mailings. She asked people to consider names for the society, suggesting Greensboro Pages or Caspian Columns.

The revised librarian job description was deferred until the next meeting.

Hal Gray thanked everyone who participated in the staff appreciation luncheon in December.

The meeting was adjourned at 5:30 pm.

Respectfully submitted,

Gina Jenkins  
Board Secretary