

## GREENSBORO FREE LIBRARY TRUSTEE MEETING

March 31, 2015

Unapproved Minutes

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

Librarians: Debbie Kasper, Emily Purdy

Absent: Librarian Mary Metcalf, Denise Stuart, Cathie Wilkinson, John Miller (alternate)

The meeting was called to order at 5:00 pm.

The **minutes** of the February 24,, 2015 meeting were approved with the following corrections: Mary Metcalf was reminded that she could buy necessary items less than \$1,000 without Board approval ; the fund-raising working group recommended that the Library brochure needs revising; a suggestion was made that the Finance Committee should develop a policy on how to reflect "carryover" of net ordinary income from one fiscal year to the next.

**Librarian's Report:** Mary Metcalf was on vacation and her written report was accepted.

**Youth Librarian's Report:** Emily Purdy was commended for the good work she is doing with the children at the Library. Gina Jenkins suggested that she make more copies of the Kid's Newspaper for the front desk. Emily's request for permission to start a children's garden on the Library grounds was approved. She was encouraged to apply to the Pleasant's Fund for money for gardening supplies. Emily would like to try hosting the Summer Lunch Program again this summer, building on last summer's start, and hopes to find more volunteers. She reported that the Libri Foundation grant was received for \$1,000 worth of new books, and she has submitted an application for a CLiF grant that would provide children's books for the Library and the Elementary School as well as the two local day care centers, with story telling programs.

**Fund Raising Report:** Hal Gray and Gina Jenkins met with Becky Arnold who has volunteered to work on fund-raising projects, especially planned giving. The Chili Dinner in March raised \$475 with 60 people in attendance. Gina suggested that next year, we might also have some sort of entertainment and a silent auction to attract more people and raise more money. Diane Irish reported that she is waiting for Mary Metcalf to return from vacation before beginning to draft the spring fund-raising letter. Hal Gray is compiling a list of possible capital budget items and suggested that guidelines be drafted for plaques to recognize large donations.

**Treasurer's Report:** In addition to the Statement of Financial Position, Statement of Financial Income and Expense, and Cash Flow Analysis sent to the Board Members in advance of the meeting, Donna Jencks provided a new report, a Balance Sheet by Class. She also provided a sample simulation of balance sheet results over five years based on key variables and assumptions. This can be manipulated by changing the assumptions and will be a very useful financial planning tool. Donna reported that she is arranging a meeting of the Finance Committee for the end of April and provided a list of financial policies and plans for the Finance Committee to address.

**Maintenance Report:** Ken Johnson reported that the picture window in the Young Adult Room is on order and will be replaced as soon as the weather permits.

**Chair's Report:** Diane Irish thanked all the staff and board members for all their work and time.

**New Business:** Hal Gray suggested that the Library might encourage the formation of a book club.

The next meeting will be held on Tuesday, April 28th at 5 pm. The meeting was adjourned at 6:20 pm.

Respectfully Submitted,

Virginia Jenkins  
Library Board Secretary