

**GREENSBORO FREE LIBRARY
TRUSTEE MEETING**

November 24, 2015

Meeting Minutes

Present:

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

Alternates: Cathie Wilkinson, John Miller

Librarians: Mary Metcalf, Rose Friedman

Meeting called to order by Hal Gray, Chair, at 4:20 pm. He welcomed Carol Reynolds and Becky Arnold as new members of the Board of Trustees.

The amended minutes of the October 27, 2015 meeting were accepted as distributed.

Librarian's Report - Mary Metcalf informed the Trustees that the 2015 Public Library report has been submitted. She purchased three new blinds for the upstairs meeting room. They have been installed and are working well. She will order blinds for the remaining windows in the meeting room. After a recent incident at the Jeudevine Library in Hardwick, Mary has reviewed our Volunteer Handbook. If a patron is behaving inappropriately, a staff member or volunteer should remind him or her that it is inappropriate behavior. If the problem continues, the staff member or volunteer should call the police. Because some volunteers may not feel comfortable confronting a patron by themselves, Mary and Hal Gray have decided to set up a call list so that volunteers can ask for back-up when they need it.

Mary has provided the Trustees with a copy of her contract and 2007 job description, and a current list of her duties by day, week, month and year. Hal thanked her for providing this material.

Youth Librarian's Report - Rose Friedman is working with her mother, Denny Partridge, to produce a play at several venues in December involving fourteen children ages 5-10. They hope to be able to revive the performance for the Chili Dinner fund-raiser in March. Story hour is going well.

Treasurer's Report - Donna Jenckes noted that donations have increased compared to the past two years. The financial situation is good.

Emergency Procedures - Hal Gray and Mary Metcalf attended the Greensboro Disaster Planning meeting on November 23. Mary will serve on the new Town committee to represent the library. Hal hopes to have the new Emergency Procedure Manual ready for discussion by the December Trustees meeting.

Maintenance - John Miller, Ken Johnston, Mary Metcalf and Hal Gray have been working on the rebuilding and extension of the west exit. A willing donor has been found who will help fund the project. John Hunt has been authorized to begin work with the hope that the project will be completed before heavy snow-fall.

Fundraising - Gina Jenkins thanked all the trustees for their good work on getting the fall annual appeal letters out at the beginning of the month. She reported that \$39,674 has been raised to date in 2015. Donna noted that she budgeted \$40,310 and that we should make this target. Becky Arnold asked that before the spring appeal, the trustees divide up the list of people to be contacted so that when donations are received, the individual trustees can be notified and perhaps write the thank you letters. Hal Gray thanked Gina for her work with Non-Profit Easy and the mailing list.

Chairman's Report - Hal Gray said that he is hoping to fill the vacant alternate position with someone who has school-age children. Everyone agreed that more diversity is needed on the Board. Hal urged every member to bring names of possible alternates to the next meeting. The 2011-2016 long range plan needs updating. Cathie Wilkinson will not be available to work on it this winter as she will be in Florida. Hal is working on creating a job description for the board chair. The annual evaluation of the Librarian is due in January. Hal distributed evaluation forms to those present and asked that they be returned to him by January 15. He and Carol Reynolds will compile the comments and then go over them with Mary. Mary will do the annual evaluations for the rest of the staff.

Becky Arnold reported that Alice Perron is planning a book sale on December 5 and 12 from 10-2. She and Mary cleaned out the upstairs back storage room. Mike Metcalf is getting an estimate for painting the room, putting up shelves on one wall, replacing the windows and getting an electrician to install new lighting. Mike Metcalf will build new bookshelves in the book sale room so that they can get rid of the boxes of books on the floor. Hal thanked Becky for her work on this project. He also thanked Mary for the delicious baked goods that she provides at every meeting.

The next meeting of the Library Board of Trustees will be Tuesday, December 15 at 4:00 pm.

The meeting was adjourned at 5:20 pm.

Respectfully submitted,

Gina Jenkins, Secretary