Greensboro Free Library

Board of Trustees

October 25, 2016

Minutes

Present: Trustees Hal Gray, Ken Johnston, Donna Jenckes and Becky Arnold

Alternates Virginia Lapierre, John Miller and Cathie Wilkinson

Librarians Mary Metcalf, Debbie Kasper and Emily Purdy

Absent: Gina Jenkins and Carol Reynolds

The meeting was called to order by chairman Hal Gray at 4:05pm. The minutes of the meeting of September 27 were approved as distributed. Becky Arnold agreed to take minutes in the absence of Gina Jenkins.

Librarian's report: Mary Metcalf reported that she attended the Vermont Library Tech Unconference and the Tinkering Lab at the Montshire Museum. Mary thanked Ken Johnston for replacing glass in an upstairs storage room window. She also made a gift to the library of three bookcases from her home. Becky suggested using them in the children's area of the upstairs book sale. A discussion followed. Becky will work on finding a volunteer to paint the bookcases for this use.

Youth Librarian's report: Emily Purdy reported a successful presentation of a selection of books from the CLiF (Children's Literacy Foundation) grant to the Four Seasons of Early Learning on October 3rd. In addition, the CLiF grant includes about ten bundles of 7-10 gently used children's books that Emily will distribute to community locations such as Hardwick Health Center, the two Hardwick dental offices, Greensboro Nursing Home, and Craftsbury Community Care Center. Emily was thanked for her work on the CLiF grant. A discussion took place with further suggestions of where the books would be useful. The Greensboro Recreation Committee is working on plans for three covered book boxes to be built and placed at the beach, Greensboro Bend playground, and Barr Hill, each to be used as an unofficial lending library. We would help supply used books for these locations.

Treasurer's report: Donna Jenckes, Mary and Hal met to work on our operating budget. Donna presented a 2017 budget and commented on the need to operate within our budget. Each line item was discussed as well as capital or maintenance expenses that sometimes exceed the budget, how best to reflect a year end budget excess, changes made this year in our fundraising strategy, payment for our coffee and hot chocolate service and the challenge of hiring timely snow removal. Hal will return with a proposal on the latter. Donna proposed and we voted to fund the capital budget with $6,100 income earned in 2015 from our unrestricted endowment.

Maintenance Report: Ken Johnston spoke about window maintenance and Mary reported a leaking toilet.

Fundraising Report: Becky Arnold reported that the fall fundraising letter is about to be sent to the printer and help will be needed to sign letters and stuff envelopes. We will also have a new thank-you note printed to expedite the acknowledgment process.

Chairman's report: Hal encouraged attendance at the upcoming Vermont Library Trustees and Friends Annual Conference "Sustaining our Public Libraries for the Future" on November 13 in Stowe. He also encouraged Trustees to participate whenever possible in community activities that involve the library. He thanked Donna for her work on the budget and thanked Becky and others for their work on the appeal letter.

Old/New Business: There was a discussion of possible plans for April Library week.

At 5:43 Trustees went into executive session to discuss personnel remuneration for the coming year. At 6:13 Trustees came out of executive session, approved the proposed budget of $85,074, and adjourned at 6:15.

Respectfully submitted, Becky Arnold