

## **GREENSBORO FREE LIBRARY**

### **Board of Trustees**

September 27, 2016

#### Minutes

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

Carol Reynolds, and Alternates Virginia Lapierre, John Miller and Cathie Wilkinson  
Librarians: Mary Metcalf, Debbie Kasper, Emily Purdy

The meeting was called to order by chairman Hal Gray at 4:05 pm.  
The minutes of the meeting of August 30, 2016 were approved as distributed.

**Librarian's Report:** Connie Robb has finished inventorying and culling the children's collection as well as the adult non-fiction, and lost or missing items have been deleted from the inventory. The CliF foundation will be presenting the first books from the 2016 library grant at the Four Seasons of Early Learning, Lakeview School and the Library on October 3<sup>rd</sup>. She invited the board to attend the presentation at Lakeview at 10:30 am, and congratulated Emily Purdy on the successful grant application.

**Youth Librarian's Report:** Emily Purdy reported that she is beginning a third Thursday after-school program that will include snacks, and hopes to get a gift certificate from Hannafords in Morrisville to cover the cost. She noted that several new families have attended the Tuesday home-school program and the Thursday story-time program in September.

**Treasurer's Report:** Donna Jenckes reviewed the financial statements with the Board. The working group for the operating budget will meet on October 12. She presented an outline for a proposed capital budget as well as a list of maintenance items for the operating budget. The Board reviewed various items. There was a discussion of various options for improved basement access during the winter months. Hal Gray noted that he met with John Hunt who is working on a sketch for renovating the South exit. He also spoke with the Town Clerk who recommended that he contact an architect so that all town and state ADA requirements are met. In addition, Hal has talked with Dennis Michaud and Boomer Mercier about the septic system, and with Craig Dezell about the peeling paint on the roof. There was a discussion of a list of small maintenance jobs to be funded in the

operating budget. Mark Snyder has agreed to do a walk-through of the building with John Hunt for an informal energy assessment. Mike Cassidy has offered to donate some snow fencing to protect the west exit from drifting snow this winter. It was agreed that the budget should include an increase in employee salaries, money for snow-shoveling, and perhaps a paid book-keeper. The Board is to continue looking for a successor to Donna.

Fund-raising: Becky Arnold reported that she and Gina Jenkins will meet this week to begin work on the fall appeal letter. The target date for mailing the letter is November 15.

Chairman's Report: Hal Gray thanked Debbie Kasper and Mary Metcalf for their work on the volunteer recognition party. Three local papers published the photo taken at the party. The Lapierre family were thanked for their dedication to the Library and for Ginny's wonderful book displays in the Lobby.

Old/New Business:

- Gina Jenkins presented a request from Rhonda Lewis at the Greensboro Nursing Home. She is looking for places to sell raffle tickets for a 50/50 raffle this fall. The Board cited the Library policy that volunteers are not asked to handle money. Mary Metcalf took the GNH flyer to post on the community bulletin board.
- Carol Reynolds and Hal Gray are to meet on updating the library's performance evaluation form.
- Ginny Lapierre said that the American Heritage Girls group (ages 6 - 15) are looking for a community project. She will talk further with Mary Metcalf about an appropriate 2-3 hour project such as washing windows.
- The meeting schedule for the rest of 2016 is as follows: October 25, November 15, and December 13

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Gina Jenkins, Secretary