**GREENSBORO FREE LIBRARY**

**Board of Trustees**

December 12, 2017

Minutes

Present:

Trustees—Hal Gray, Ken Johnston, Donna Jenckes, Becky Arnold, Carol Reynolds, Virginia Lapierre

Alternates—John Miller

Librarians—Mary Metcalf, Debbie Kasper, Emily Purdy

Absent—Rosann Hickey Cook

Hal Gray called the meeting to order at 4:00 pm.

Hal revised the agenda to include the discussion of a Staff Luncheon and the Chili Dinner.

The minutes of the meeting for November 14 were approved as distributed.

Librarian’s Report—Mary informed everyone that the new book order is in and books are being catalogued and shelved. Mary was contacted by Fairpoint regarding several files that were downloaded illegally using the Library’s network. Tom Anastasio has been invaluable in addressing this situation. The Library appears to be under no fault in situations like these. There are already signs near the computers speaking to copyright laws, but these signs will be reviewed and perhaps added to or enlarged for clarity.

Treasurer’s Report—Donna’s reports were received as distributed. Donna is still pursuing leads on a Bookkeeper to replace her when her term expires in March. She is willing to train an interested candidate, but they should have some computer skills and a working knowledge of spreadsheets as well. The Board may consider advertising locally to see if anyone would like to volunteer for this position.

Maintenance Report—There was discussion of the Library’s Capital Budget, as well as what should be presented to the Select Board at their December 20 meeting. Donna has some figures that may be useful, which she will get to Hal. The topic of most discussion is whether the moneys requested from the Town will be as budget items or special appropriation requests. In addition, Hal has investigated the condition of the Library’s septic system and has received rough estimates of $3,000-$4,000 to repair it.

Youth Librarian’s Report—The Board reviewed Emily’s report as circulated. Emily informed the Board that the Book Boxes in the Bend and at the Willey’s Green are being used. The box at Wonder Arts needs to be checked. Becky read a letter the Library received from a patron and donor, which praised the Library and especially the Youth Librarian.

Fundraising Report—Becky reported that donations are continuing to trickle in from our annual appeal letter. She will continue to monitor the progress.

Chairman’s Report—Hal informed the Board of the status of the septic system and relayed that the specs for the pumps have been sent to Boomer for his consideration. Hal extended a special thanks to John for his work on the background information for this project.

Old/New business:

* Laura Keenan from the Vermont Department of Libraries has offered to run a Trustee Workshop here at the Library for us. Mary will contact Laura and see about scheduling this sometime after Town Meeting, perhaps in mid-late March.
* Becky has been able to recruit some volunteers for the desk. Of course, more volunteers are always needed.
* Snow shoveling—a person has been hired and all parties seemed pleased with the arrangements so far. Ken distributed a draft of employment policy for review. It was moved to accept this policy on employment, seconded, and unanimously passed.
* Staff Luncheon—Proposed to be held January 9. Becky will organize this.
* Chili Dinner—Proposed for mid-late February. Emily Purdy will be contacted to see if the children will want to perform again for this event. Virginia will coordinate this.

The meeting was adjourned at 5:10

Respectfully submitted,

Carol Reynolds, Secretary