Greensboro Free Library Trustees Meeting

April 24, 2018 at 4:00 pm

Present: Hal Gray, Becky Arnold, Stephanie Thomson, Lise Armstrong, Virginia Lapierre, John Miller, Donna Jenckes, Debbie Kasper, Emily Purdy,

Absent: Carol Reynolds, Rosann Hickey, Mary Metcalf

* Meeting called to order at 4:07.
* No revisions to the agenda.
* Minutes of the March 2018 meeting were approved.
* Youth Librarian’s Report—Emily has been busy procuring supplies and grants, and planning programing and events for now and through the end of summer. Plans are shaping up for an exciting and educational summer for the kids here at the library. Thank you to Emily for all her hard work!
* Becky Arnold updated us on where we stand so far on the hoped-for USAC fiber-optic line grant. Things are hopeful. Now we just wait and see.
* Acting Librarian’s Report—Thanks to all for stepping up to help while Mary has been away. There was discussion about pay for J. Travers who is substituting for Mary at the Four Seasons of Early Learning. All agreed this was appropriate. There was some confusion about last year’s compensation and the discussion was tabled until next meeting when more information will be available.
* Fund-Raising Report—Becky reported that the Spring Newsletter is being composed and it is hoped to have it ready to mail by mid-May. A list of possible donors for the Summer Raffle was circulated so Trustees could choose who they would each solicit. Virginia will email a sample request letter to all Trustees.
* Financial Report—New forms/signature cards are needed for the bank with the election of some new officers for our Board. Lise will help Donna with this. The conversion to QuickBooks has not gone as smoothly as hoped, but progress is being made. Donna’s priority beyond the necessary paperwork is to make a list of tasks so that the work she does may be spread around to more people.
* Chairman’s Report—Plumbing took priority this month with multiple attempts to fix the main toilet. A plugged pipe in the basement was finally replaced and this seems to have fixed the issue. Boomer Mercier has ordered the pumps needed for the septic tank and Darren Richards will be installing them. Stephanie offered to help Hal with the overseeing of maintenance.
	+ Hal reported that the Library is unable to participate in the same financial audit as the Town as we have separate books. It was agreed that a stronger system of accounting controls could meet library requirements. Checks and balances are being put in place to address this.
	+ Trustees were asked to review the Tasks Calendar that Hal circulated and bring any suggested changes to the next meeting.
	+ Circulation Desk volunteers are still needed, with the highest priority being Saturday morning from 10:00-12:00. Board members were encouraged to help identify potential volunteers.
	+ Sub-committees to deal with Strategic Planning (John Miller, Hal Gray, and Virginia Lapierre), By-laws (Stephanie Thomson, Lise Armstrong, Hal Gray), and the GFL web-site (Becky Arnold, Stephanie Thomson, Lise Armstrong) were formed and will be organizing to address these important tasks.
* Virginia brought The Great American Read, a program by PBS, to the attention of the Board and will be emailing more information to all. She hopes to use the attention of this national program to encourage reading/discussion in our community this summer.
* Becky drew the Board’s attention to the interesting “Eye Spy” display that is featured in the glass case in the hallway. She encouraged us all to check it out before a new display takes its place.
* Meeting was voted to adjourn at 5:40.

Respectfully Submitted,

Virginia Lapierre