Greensboro Free Library

Board of Trustee Meeting

January 29, 2019

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

Absent: Carol Reynolds, Rosann Hickey Cook

* Hal called the meeting to order at 4:05.
* Amendments to the agenda include allotting time for Mike Metcalf to offer a proposed building improvement.
* Minutes of the December 18 minutes were approved as circulated. Hal also offered kudos to all who helped make the Staff Appreciation Luncheon a special time.
* Mary reported that the Department of Libraries report has been submitted. She has also begun the multi-stepped application process for a USAC grant for 2019. If received, the grant would cover 80% of the cost of the library’s internet costs. This would allow the library to upgrade to a 100MBS line for $107.66. Mary received a quote from Consolidated Communications of $538.29 a month for the upgraded service before any grant deductions.
	+ Lara Keenan has been consulted regarding Mary’s upcoming extended vacation time and our plans to handle library tasks while Mary is out of town. Lara confirmed we were on track with our planning.
	+ The Town of Greensboro has liability insurance which covers accidents volunteers at the library might incur while preforming within the scope of their volunteer activities. All volunteers must sign a waiver form to ensure coverage
* Emily is very busy with the Children’s programing, especially on Tuesdays when several groups meet at the same time. She reported special entertainment that is being prepared for the Chili dinner. Emily is also undertaking a reorganization of the Maker Space to make it more usable and accessible.
* Mike Metcalf asked the Board to approve funding of about $850 to be used to insulate the upstairs storage room. After looking over the cost estimates, the Board approved up to $1000 to be set aside for this project. The funds would come from a reserve fund or from a special gift.
* John used numbers that Mary provided to fill in figures for 2017 and 2018 in the table of measures GFL plans to follow to monitor the effectiveness of our library. The Board members suggested some tweaks to the form to separate grants into operating grants vs. special grants. There was also a suggestion to add community events and programs as additional measures to follow.
* Becky conveyed pleasure and gratitude for the additional giving that came in during the last week of 2018 that allowed the year to end in the black for GFL. She also indicated a positive outlook when going over Donna’s GFL’s financial records, particularly the report that showed the trends of the last 5 years.
* Donna reported that the library seems on track financially. There was a good balance of careful spending coupled with the fact that we had no major unexpected expenses in 2018.
* Hal explained that Andy Kehler is responsible for explaining and defending the numbers in the Town budget. Hal expressed a desire to meet with Andy to talk about the library’s upcoming needs, especially the additional $20,000 in the budget to address some of these needs.
* The Chili Dinner, scheduled for February 22, is fast approaching. Mary, Lise, Virginia, Emily, and Becky will meet to finalize plans and prepare advertisements.
* Hal asked that remaining librarian performance evaluations be submitted by February 5. He is to resend the request electronically.
* Executive session was called at 5:17.
* Executive session was ended at 5:30.
* Motion to adjourn was received, seconded and approved at 5:34.

Respectfully submitted,

Virginia Lapierre