

## Carpenter Carse Library Meeting Minutes - DRAFT

**Wednesday, November 20, 2019**

**Attendees:** Katherine Kjelleren, Marianna Holzer, Heather Roberts, Paul Lamberson, Jim Jarvis, Brian Dunlop, Susan Evans McClure, and Richard Pritsky

### **Secretary's Report:**

Minutes from the September 25th meeting were reviewed. Paul moved to accept. Jim 2nd. Approved.

### **Treasurer's Report:**

Reviewed a Quickbooks P&L as of November 15th. Income and expenses are looking in-line with expectations.

We have a slight surplus in the bank account at the moment. Do we want to take less of our VCF dividends next time?

Budget: Marianna moved that we approve the proposed budget FY2021 as presented: \$281,006 in cash expenses; \$269,378 in income. This represents holding the town ask level at 225,487. \$11,628 of cash reserves would be used to close the gap. Susan 2nd. Approved.

Jim moved that Paul contact VCF to lower our "set & forget" distribution from 5% to 4%. Brian 2nd. Approved.

Jim moved to approve the Treasurer's report. Marianna 2nd. Approved.

### **Committee Reports:**

Personnel: Marianna and Emily met to review data on what other towns are paying their library staff. A work in progress.

Facilities: We have a new tenant in the C space, Honey Hill Studios. The lease is for 6 month renewable terms with 2 months notice required by either side.

Fundraising: Susan and Beth worked on the annual appeal letter and it was sent to the appeal list from last year. Beth will look at who gave last year and follow up. We will sign thank you notes at next month's meeting.

### **Directors Report:**

Susan moved to accept. Marianna 2nd. Approved.

**Old Business:**

None.

**New Business:**

Paul, Katherine & Dan are up for re-election in March.

Jim moved to adjourn. Susan 2nd. The next meeting is Wednesday, December 18th at 7:00pm at Marianna's house. Bring something to share. Adjourned at 8:30pm.