

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, July 22, 2020 via Zoom

Attendees: Katherine Kjelleren, Heather Roberts, Paul Lamberson, Brian Dunlop, Jim Jarvis, Emily Alger, Marianna Holzer, Catherine Moller, Susan Evans McClure and Beth Royer

Secretary's Report:

Minutes from the June 24th meeting were reviewed. Susan moved to accept. Catherine 2nd. Approved.

Treasurer's Report:

Bank balances: We're about \$20,00 ahead of last year. The investment portfolios have come back somewhat with the recent market volatility. Beth has been using PayPal money to pay some bills.

The budget has not been entered into QuickBooks yet so there are no reports available.

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

Committee Reports:

Fundraising: The federal government set aside \$5million for arts and cultural organizations, including libraries. You can qualify by demonstrating 50% or greater revenue decrease (programs, not donations) vs. same month last year. 10% of annual operating budget up to \$20,000. You can use it on anything you want but needs to be spent by December 31, 2020. Paul will check line 9 on our Form 990.

Paul suggests this would be a good time to remind folks that we accept donations of stock. He will draft something that could go on Front Porch Forum and send to Susan for review. Katherine K also suggested that we include donations from retirement account distributions.

Facilities: The original sink in the C space is in Paul's garage. The tenant now has their own mailbox.

Directors Report:

Beth has reached out to Alex Weinhagen at Town Hall to express our interest in being part of the solar planning they have been exploring. We are not a department of the town but should explore synergies - possibly through net metering. The library roof gets a lot of sunshine and would likely produce more capacity than we could use. Perhaps a community member could take the lead on a feasibility study.

Beth has received more quotes for painting the exterior of the building and there are a few that seem very motivated to start soon: Collegiate Entrepreneurs Painting Services and Ryan Robidoux. She still has not received a quote or information from Rufus Patrick. Jim moves that Beth and the Facilities Committee consider the proposals and make a decision in the next week. Paul 2nd. Approved.

New service - Hoopla - offers audio books, eBooks and movies. It is a pay-as-you use service; we pay a deposit and then spend down that deposit.

Socially-distanced summer reading program has been going well. Patrons are back in the building on a limited basis - by appointment, 1 person or family group in the collection at a time. Doors and windows are open and the A/C has been used very rarely.

Katherine M mentioned that there may be an increase in library usage as a result of a significant increase in home schooling this coming school year. Once the weather turns cold, we'll need to have a policy in place about building usage.

Marianna moved to accept. Jim 2nd. Approved.

Old Business:

None.

New Business:

Jim moved that we enter executive session. Emily 2nd.

The Personnel Committee is working with Beth on her annual review. It includes:

- a survey of the staff which has been distributed after Beth reviewed the questions
- a self-evaluation
- feedback from the Trustees to focus on financial management, programs, trustee relations, library leadership, general and areas for growth

These topics were discussed in preparation for meeting with Beth.

Jim moved that we exit executive session. Marianna 2nd.

Jim moved to adjourn. Emily 2nd. The next meeting is Wednesday, July 22nd at 7:00pm. Adjourned at 8:35pm.