

## Carpenter Carse Library Meeting Minutes - DRAFT

**Wednesday, July 24, 2019**

**Attendees:** Katherine Kjelleren, Marianna Holzer, Heather Roberts, Paul Lamberson, Susan Evans McClure, Dan Mills, Jim Jarvis, Susan McClure , Brian Dunlop and Beth Royer

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

Minutes from the June 26th meeting were reviewed. Jim moved to accept. Marianna 2nd. Approved.

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

Still up about \$10,000 vs. last year as of today. At year end we were about \$3,000 ahead of last year. The difference is likely our larger ask from the town.

Jim asked what our accountant uses as a basis for depreciation. Paul will confirm with our accountant and share with the board.

Reviewed a Quickbooks P&L as of today. Income that is known to arrive in a particular month is budgeted there rather than dividing the annual number by 12. Computer expenses look high because we have paid our once/year catalog fee.

Emily moved to approve. Jim 2nd. Approved.

### **Committee Reports:**

Personnel Committee updated us on the search for a Library Director.

- 3 candidates will be interviewed next Monday night.
- The interview committee is composed of the 3 members of the Personnel Committee as well as community members Noah Lee & Rachel Kring.
- Susan asked staff for the 3 things they're looking for in a library director and one question they would like to ask in the interview. She will continue to keep them updated on the progress of the search.
- 2nd round interviews will be the first week of August and will be open to the whole board and community.
- Susan will circulate the interview questions to the board for feedback before Monday.

### **Directors Report:**

The Trails Committee has asked whether people can park at the library to access Geprags Park via the trail by Travia's. We recommend that folks park on the roads first to leave spaces in the parking lot for library patrons. We will OK for a trial period of 3 months to see how it goes.

C space has been vacated by CVU. C space electric and gas have been switched to the library's name rather than CVU. So, CVU was paying their own electric charges and the gas charges for the B&C spaces.

Vermont Mechanical is coming to clean/service the HVAC units. Are we still on a service plan? Do they have a recommended routine maintenance schedule and pricing they can provide?

Freegal, our streaming music service, expired in early July. There is a very small number of active users who Beth has communicated with. She is looking into alternatives or the possibility of not replacing it.

The Board OK'd Beth hiring a new sub to address 2 departures.

Jim moved to accept. Marianna 2nd. Approved.

#### **Old Business:**

Jim & Paul are still working to identify a new tenant for the C space. Alex Weinhagen at Town Hall provided zoning regulations detailing permitted uses and conditional uses. Permitted uses would require only a zoning permit; conditional uses would need to go through the DRB and therefore take more time.

Katherine reminded the board that we have covenants on our property deed that say we can't operate a business that could conflict with the business of Ballard's.

Beth will include the availability of the space in the next report for The Record and possibly Front Porch Forum.

Paul will look into carpet, vinyl and faux wood quotes for informational purposes.

The Friends of the Library book sale raised about \$2,400. 17 boxes are in Beth's office to go to Better World Books.

#### **New Business:**

Paul moved to adjourn. Susan 2nd. The next meeting is Wednesday, August 28th at the library. Adjourned at 8:10pm.