

## **25Sep19 Minutes of the Board of Trustees meeting, Carpenter Carse Library**

Meeting commenced at 7:04

Present: Paul, Jim, Mariana, Katherine, Emily, Susan, Brian, Dan, and Beth.

Reviewing the minutes of previous meeting, “Jim and Paul” was replaced by “facilities committee”. Board OK'd Beth hiring a new sub to replace 2 departures. Board observed it was director's responsibility, not board's.

It was observed that “the citizen attendee” at the prior meeting was Cedric Baele.

Paul moved to accept, Susan seconded.

New business:

**Treasurer's report**, Year to Year, minor changes, no material findings, and the tax return is available at the desk. Paul is happy with Dave Lavalee, as well as the common use of QuickBooks, which minimizes duplicate effort, as we had in prior times.

In regard to Room C, the electric bill is high, and it's not clear why, since there's no tenant in there now.

Paul thanked Beth for doing a good job with QB data entry and report generation.

Emily moved to accept the report, Mariana seconded.

**Personnel Committee**, Emily indicated that they had settled on a benefits package which provides up to \$8k, capped per annum. Beth Beth accepted benefits and will review health care plan options. Library to pay premium directly. Discussion of health exchange vs. direct.

Ideas from Personnel:

- Committee reports should include goals for next year
- Should Beth collect board docs monthly and send a consolidated packet of reports?
- Send regular reminder to staff that they're welcome to attend board meetings
- Improve communications with Friends of Library, to avoid operating at cross purposes.

**Fund Raising Committee** Susan highlighted the annual appeal. Wants to set a time to meet with Beth on possible activities.

Paul Raised the question of an eTrade account to receive stock donations. Katherine questioned whether there is a volunteer to open it up?

Susan suggested that Board Donations are in order by Dec. 30<sup>th</sup>. Also a list of neighbors and friends who might donate, should be provided to Beth for follow-up.

**Facilities Committee** It's going to cost us to prep room C for a new tenant. \$752 to strip the old carpet. New carpet or vinyl will cost \$3k to \$5k.

**Director's report** Beth reported several interests in the C space, but nothing firm yet, just interest. From Yoga studio to naturpathic practitioner to the town, and possibly a seniors center. Generally, things going well.

Susan moved to accept, Emily seconded.

Meeting opened to the public at 8:25. Seeing nobody present,  
We adjourned. Next meeting Oct. 23<sup>rd</sup>.

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