

Carpenter Carse Library Meeting Minutes – DRAFT

Wednesday August 25, 2021 via Zoom

Attendees: Katherine Kjelleren, Paul Lamberson, Brian Dunlop, Jim Jarvis, Emily Alger, Marianna Holzer, Catherine Moller, Susan Evans McClure and Richard Pritsky.

Call to order 7:02pm

Secretary's Report:

Heather unable to join. July minutes were previously emailed for review & approval.

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

Treasurer's Report:

Working capital is down about 2500/3000 June over June. August is down about 4000 year over year. We are still financially well positioned, and endowment performance is solid.

Sweep rate is a little less than 1% for library fund. Last meeting there was an outstanding question regarding the interest rate for the other fund. That is rate 1%.

In reviewing the P&L for the last fiscal year we can see income and expenses came in nearly on the budgeted numbers. Kudos to staff. Tax return has come back and been filed.

Dave LaVallee – who we use for tax prep - is raising his rates for the first time in years. Paul doesn't feel we should change preparers. If we don't, we will be "over" budget. Cost was 1600 and would increase 1800 on an annual. This includes Quarterly reports and Annual filing. Consensus: not to change.

On the August P&L the Friends of Library increased its donation 2500 to 3400. Expenses are a little over budget – particular the computer line item for Q1. Again we are financially stable.

There has been no clarity about how the town handled the warned article vs what was publicly presented. It seems the town figured it out and paid at 100%.

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

Directors Report:

HVAC has been serviced by Library friend and volunteer – Beth's brother. He is an unsung hero.

Mariana shared that the Song Farmers met on 8/4 – about a dozen players and 5 people to listen. Everyone was happy to be outside to play and sing. Song Farmers hopes to return next month weather pending.

Richard shared people have been supportive about returning to mask wearing. The library has masks available if patrons forget theirs and no one has resisted the request to wear one.

The new layer on the catalog discovery looks nice per Mariana. Richard shared the Bywater Solutions Support team is easy to work with. Changes are easy to make if/when needed.

Marianna moved to approve the Director's report. Paul 2nd. Approved.

Facilities Committee/Old Business:

Jim Jarvis shared that Paul Lesure has a tour scheduled for the end of Sept.

Jim also shared he heard from Randy K at HCRC with regard to signage they want to put up for the Food Shelf. People are having trouble finding them. They want to add a sign on the South Side Shelburne Falls Rd sign. This is addition to the already existing sign in the right of way. The Town Manager approved placement of the sign on Shelburne Falls Rd. We used to pay an annual cost to have that sign in place. No memory of any recent payments. It is anticipated that the Food Shelf Sign will be smaller than the library one. Jim will circle back to Randy/HCRC.

Katherine has been touch with the company doing construction as the culvert doesn't look safe. They directed Katherine to the town as the project is done (they did invite a call back if she doesn't get anywhere). Jim suggested if we have a photo of what it looked like before work started we could show it to the town to get it remedied and to contact the road department and include Todd Odit on the email. Google maps shows the trees that were there. Paul will take a screenshot and send to Katherine. The slope may warrant guardrails.

The Post office told the library to move the mailbox. Bucky's didn't want the mail carrier to turnaround in their parking lot. The mailbox has been moved to satisfy the need to move thanks to a volunteer handyman.

Katherine started conversations about elections and how to proceed. Susan asked if there were any term limits. Emily suggested there is no reason to wait for in person meetings to proceed. Since Heather was absent tonight (and she holds a leadership position) this topic will be revisited in September so we can proceed and vote. If you won't be at the meeting and want to run/step down – please circle back to Katherine.

Personnel Committee:

Annual directors Review – Emily will send information to Mariana and Katherine to figure out how proceed.

Fundraising Committee:

No updates.

Finance Committee:

No updates.

New Business:

Emily asked if it was a Strategic planning year. Need to add an item to next month's agenda to discuss approach to strategic planning (hold off to next year). Jim proposed each think of their top 3 items to include in this discussion. If Beth could send the last plan it would be helpful to know what was included in the past.

Susan moved to adjourn. Marianna 2nd. Approved. The next meeting is Wednesday, September 22nd at 7:00pm. Adjourned at 7:36.

Recorded by Catherine Moller