

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, January 24, 2024

Attendees: Katherine Kjelleren, Catherine Moller, Heather Roberts, Kathleen Rivard, Brian Dunlop, Marianna Holzer and Rob Broder.

Call to order 7:05pm

Secretary's report

The Secretary's Report was not available for review. We will discuss it at our February meeting.

Treasurer's report

The Treasurer's Report was not available for review. We will discuss it at our February meeting.

Director's report

Rob has drafted a new policy for use of the rental space. Heather suggested to add language about the prohibition on alcohol, smoking and drug use. Catherine asked that we add information about the room's capacity and Jim gave numbers from his recent discussion with the Fire Marshal.

A new toilet was installed off the community room at a cost of approximately \$1,500.

End of year thank you notes were sent; Adopt-an-Author thank you notes are finished and about to go out.

Many staff members will attend the Vermont Library Conference in May; Rob has started core classes toward his certification (all virtual). The Chittenden County Director's group meets quarterly.

Programming: The Read to A Dog event was very successful and another is planned; A Writer's Group will start next month in collaboration with the Shelburne and Charlotte libraries; A poetry performance is planned for April.

Rob is updating the Employee Handbook and has asked for staff feedback by 2/28.

Rob is sending a weekly email to all staff and they are meeting monthly. Staff performance reviews are planned.

Jim moved to accept the Director's report. Marianna 2nd. Approved.

Committee reports

Strategic Planning Committee

The Strategic Planning continues to move forward. Emily recently sent an email to the group about next steps.

Personnel Committee

The Committee will review the Employee Handbook and Rob's staffing plan once complete.

Marianna moved that we go into Executive Session to discuss a personnel issue at 7:30pm. Kathleen 2nd.

Jim moved that we come out of Executive Session at 8:15pm. Marianna 2nd. Approved. No votes were taken and no decisions were made.

Our next meeting will be Wednesday, February 21st at 7:00pm.

Marianna moved to adjourn. Kathleen 2nd. Approved. Adjourned at 8:20pm.

Respectfully submitted,

Heather Roberts