

Carpenter Carse Library Meeting Minutes - DRAFT

Tuesday, October 3, 2023 via Zoom

Attendees: Katherine Kjelleren, Catherine Moller, Heather Roberts, Emily Alger, Kathleen Rivard, Jim Jarvis, Brian Dunlop, Jill Andersen and Rob Broder.

Call to order 7:05pm

Secretary's report

Emily moved to approve the minutes from our last meeting. Kathleen 2nd. Approved.

Treasurer's report

We reviewed the account balances provided by Susan. Rob will send an email to the Town Treasurer to request the quarterly distribution.

Jill let us know that our long-time library cleaner is no longer cleaning for us. Ashley Labelle is taking that on with a higher hourly rate than we had been paying but is doing a great job.

Jim moved to accept the Treasurer's report. Catherine 2nd. Approved.

Director's report

The table at the Fall Festival was a success. We received positive feedback and several new library card registrations.

Hoopla has been increased to \$600/month from \$400/month and we have not exceeded our limit since the increase.

Rachel gave her notice last week. Rob will connect with her about an exit interview. Rob will work with staff to determine how to fill this position - number of hours, hire new adult programming or disburse responsibilities to existing staff, etc.

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

Committee reports

Personnel Committee

We drafted an employment agreement with our new Director. The state library representative felt 1.5-2 years was reasonable timeframe to complete certification so 2 years was included in agreement. Rob is officially starting on the 10th of October. His CTO was increased from the standard 2 weeks for new employees to 4 weeks.

There is a staff meeting on Thursday this week. The Library Director's Summit for new directors in the last 2-3 years will be held in Barre on Friday. Rob will be having a Community Meet and Greet event on October 14th. Susan has suggested issuing a press release announcing Rob's appointment as Director and is willing to take that on.

Facilities Committee

Tom Barden is willing to investigate the cost to install a folding wall between the B & C spaces should we ever need to do that to accommodate large programs.

Jill filled out a survey for a State grant program regarding an EV charging station.

Jim will reach out to our electrician about replacement ballasts for our light fixtures.

Strategic Planning

The Committee met to discuss final pieces of the plan last month and Melissa is formulating a draft report to be reviewed by the committee and then the full board and staff (possibly a joint meeting?). Emily anticipates that this could be wrapped up by the end of the year.

The next two Board meetings will be Wednesday, November 8th at 7:00pm and Wednesday, December 13th at 7:00pm.

Emily moved to go into Executive Session. Kathleen 2nd. Approved.

Jim moved to come out of Executive Session. Catherine 2nd. Approved.

Jim moved to adjourn. Kathleen 2nd. Approved. Adjourned at 8:30pm.

Respectfully submitted,

Heather Roberts