

## **Carpenter Carse Library Meeting Minutes – DRAFT**

**Wednesday, November 17, 2021 via Zoom**

**Attendees:** Katherine Kjelleren, Marianna Holzer, Catherine Moller, Susan McClure, Heather Roberts, Brian Dunlop, Paul Lamberson, Emily Alger, Jim Jarvis and Beth Royer

Call to order 7:02pm

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

Minutes of the October 27th meeting were reviewed. Marianna moved to approve. Catherine 2<sup>nd</sup>. Approved.

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

Bank balances: \$16K ahead of last year with working capital; \$57K ahead in investment accounts.

P&L:

- We're ahead of budget in part because of the government tax credit (\$34K).
- Donations are up and includes the Friends donation from early in the year.
- Electricity is down and it may be in part because of the change of billing cycles in the transition to a new provider.
- Wages & salaries are under budget by about \$5K maybe because we have needed fewer subs during this year and perhaps because there are slightly fewer hours being worked.
- There's a big jump in payroll expenses because of the extra work the payroll company had to do for the tax credit.

Jim moved to approve the Treasurer's report. Susan 2<sup>nd</sup>. Approved.

### **Directors Report:**

Bike station has been installed and rotary is still working on the official launch.

Paul Lesure is interested in doing some sort of "ribbon cutting" for the solar panels.

Children's story time is now meeting by Zoom. Some other groups are meeting in person (e.g. Song Farmers w/masks).

Marianna moved to approve the Director's report. Jim 2<sup>nd</sup>. Approved.

### **Facilities Committee:**

A big tree branch fell at the west end of the building and Paul has arranged for a tree service to evaluate the resulting wound.

We are paying for a second electric meter for spaces A & B so Paul will analyze what savings might be possible if we consolidate to one meter.

### **Personnel Committee:**

Met on Monday. Discussed using the surplus money from Wages & Salaries to implement raises early. Beth will be coming off the library's health insurance. The budgeted funds would be used for a stipend

to Beth (\$1,500/year) and possibly for insurance/wellness resources for other staff (Beth to investigate what staff might be interested in). Discussed budgeting to have a consultant spearhead strategic planning either this year or the following year.

#### **Fundraising Committee:**

Beth put together the annual appeal letter so if you have anyone to add to the list, let Beth know. Paul reminded us to encourage appreciated share donations from library patrons/supporters.

#### **Finance Committee:**

No updates.

#### **Old Business:**

Beth took care of the gift for Roger - a gift certificate to Pauline's.

Elections: Katherine proposed the following slate of incumbents: Paul - Treasurer, Heather - Secretary, Katherine - Chair, Marianna - Vice Chair. Approved.

Anyone whose term is up at Town Meeting needs to complete consent of candidate form and get signatures (assuming legislature doesn't extend COVID election changes into 2022).

#### **New Business:**

Draft budget to review this month and revisit at December meeting. Items of interest:

- Will keep benefits money as is while we figure out what benefits we may provide to other staff and in case Beth loses her other benefits or there is a change of director.
- Wages & salaries up 3.6% in this draft budget but Beth will check with Town Manager Todd Odit about what the Town is planning to do (COLA for Social Security is likely more than we have estimated ).
- Books and materials up.
- Rent goes up \$25/month with the lease renewal January 1, 2023.
- Haven't taken our VCF distribution since 2019. Budget keeps status quo. Beth doesn't have anything in mind outside of the usual operating budget that we would need this distribution for.
- Many income & expense items are fairly stable and not something the board needs to spend its time discussing. We should focus on deciding about:
  - deferred maintenance - \$26,000 in the bank after paint job, solar panels, etc.; regular repairs and maintenance come from operating budget not deferred maintenance
  - cash reserves (4-6 months of cash on hand to cover operating expenses is a good rule of thumb; our endowment is not cash and shouldn't be included)
  - Town ask - library has strong support in the community; how will potential Australian ballot voting affect this? Draft budget proposes \$22K from our cash reserves; We haven't asked for much of an increase in the past few years but do we want to set that expectation going forward?

The next meeting is Wednesday, December 15<sup>th</sup> via Zoom. Jim moved to adjourn. Marianna 2<sup>nd</sup>.  
Approved. Adjourned at 8:18pm.