

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, November 30, 2022

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

Call to order 7:05pm

Secretary's report:

Paul moved to accept the minutes from our October 26th meeting with one correction to the information about our solar panels. Jim 2nd. Approved.

Treasurer's report:

Bank balances are higher than they were last year at this time. VCF accounts have taken a hit like most investment accounts.

Reviewed the P&L YTD:

- As a reminder, Administrative line shows money to be used for Strategic Planning and not yet spent.
- Donations are looking higher because someone who usually gives at the end of the year gave their donation earlier AND Fred Belanger passed away this fall and named Carpenter Carse as a donation suggestion (approx \$800 to date).

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

Librarian's report:

November programs have been well attended. Book group last night had the highest number of participants ever.

Katherine mentioned that her students at school really enjoy the after school programs. Beth says they bring a liveliness to the library.

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

Committee reports:

Facilities -

Paul talked with the State Fire Marshall about requirements for a replacement door in the C space (which will not stay closed). Because the space is unlikely to have more than 50 people and opens directly to the outside, we can use a in-swing door and it doesn't have to be a commercial door. The door is a non-standard size so it would have to be custom ordered.

Keep in mind, expenditures under \$2,500 can be paid expenses (coming out of the budget) but more than that is considered an asset and might make more sense to pay out of deferred maintenance.

Our solar usage has been significantly lower than anticipated. We have used about \$13K kWh over the first year of the solar panels when we had projected \$20K kWh. The credits we currently have at Green Mountain Power should give us about \$100 savings on our electric bill each month. Our credits expire after a year so Paul Lesure needs to review and adjust the split of credits (allowed 4x/year?) to ensure we can use them all up before they expire.

Personnel -

Emily presented some information about wages and benefits in Chittenden County. Carpenter Carse is on the low end of average. Based on input from Beth, the Personnel Committee recommends we consider the following:

- 8.7% COLA increase for next fiscal year
- Bring Director to \$35/hour, close to regional average
- Make Reference and Programming Librarians pay equitable with regional rate and comparable to each other
- Provide health insurance to Adult Programs Librarian in FY24
- Move toward salaried positions for Reference & Programming Librarians, move toward health insurance for all salaried employees in FY25
- Move toward 30-40 hours/week wherever possible, starting with Adult Programming Librarian
- Bring on a full time Assistant Director who is salaried and has health insurance

Discussion to be continued at the end of the meeting.

Old Business:

Budget -

Emily questioned whether we have access to dividends from the Carpenter Carse fund at VCF. These assets are invested for the benefit of the community and we should feel like we can draw on them when needed. This needs to be defined in the Investment Policy as part of our Strategic Plan.

Wages and Salaries and Employee Benefits do not reflect the recommendations of the Personnel Committee (above). Should Beth's stipend in lieu of benefits be included in salaries line or benefits line?

Our cash reserves (currently \$180K) and ARPA (\$99K?) are available to address some of these recommendations. We retained employees during the pandemic out of our own pocket and were rewarded for that with ARPA funds. We can now use those ARPA funds to better compensate our employees.

Electricity should be less in the next fiscal year so that needs to be adjusted.

Beth will edit the draft budget for review at next month's meeting.

New Business:

Paul made a motion to go into Executive Session to discuss strategic planning and personnel matters. Marianna 2nd.

Paul made a motion to come out of Executive Session. Jim 2nd.

Paul moves to engage Melissa Levy as our Strategic Planning Consultant with specific responsibilities to be determined by the Strategic Planning Committee (Beth, Susan, Emily and Brian) with a spending cap of \$12,000. Jim 2nd. Approved.

The next meeting is Wednesday, December 14th at 7:00pm (in-person vs. Zoom TBD). Marianna 2nd. Approved. Adjourned at 9:45pm.