

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

**Tuesday, November 8, 2023**

**Attendees:** Katherine Kjelleren, Catherine Moller, Heather Roberts, Emily Alger, Kathleen Rivard, Jim Jarvis, Brian Dunlop, Susan McClure, Marianna Holzer and Rob Broder.

Call to order 7:05pm

### **Budget**

Current year (FY24):

- Our C space tenant is leaving at the end of December. Rob will start advertising soon but we are expecting perhaps 1-2 months of vacancy. The current lease includes utilities and plowing. Catherine inquired about the square footage to confirm that we are pricing the lease appropriately. She will send data regarding other commercial spaces in Hinesburg. Susan suggested Rob have some flexibility regarding the price if the right tenant comes along.
- Rob is taking a stipend rather than health benefits so the benefits line is lower than expected and salaries are higher than expected.
- Fundraising ideas - holiday children's book sale in early December

Next year:

- The plan is to have the Town contribution cover salaries and our other sources of income cover everything else
- We are including a 5% COLA salary increase to match the planned increase for town employees
- We're planning to take our distribution from the Vermont Community Foundation
- We should look at how many patrons we have from St. George and how much they use the library relative to how much they are paying us

### **Treasurer's report**

We reviewed the account balances and P&L through 11/6. Nothing stands out.

We will plan to review the full year projections each month.

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

### **Secretary's report**

We were in person last month not by Zoom.

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

### **Director's report**

Rob feels like things are going well. He has been sending out a weekly email to the staff. The first staff meeting included a celebration of Jen's birthday. A staff holiday party is planned for December at the Public House.

Interviews will take place this week with candidates for the adult programming position.

Rob is working on the annual appeal letter.

Rob requested that the library close in observance of the Juneteenth and Indigenous People's Day holidays going forward. The Board is supportive of this change. The personnel policy will need to be updated with these holidays as well as more clarity about CTO, etc.

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

## **Committee reports**

### Facilities Committee

Jim met with State Fire Marshall. The capacity in community room is 85 people without furniture and we do not exceed that even during story time.

Tom Barden's estimate to enclose the covered porch is about \$115K. Taking out the wall between the community space and rental space might be about \$25K.

It's about 5K to purchase a vehicle charging station. There would be additional cost to run the electricity to the right location and have the unit installed.....maybe 10K total.

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

The next meeting will be Wednesday, December 13th at 7:00pm.

Jim moved to adjourn. Kathleen 2<sup>nd</sup>. Approved. Adjourned at 8:30pm.

Respectfully submitted,

Heather Roberts