

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, December 13, 2023

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

Call to order 7:05pm

Secretary's report

Emily moved to approve the minutes from our November 8th meeting. Kathleen 2nd. Approved.

Treasurer's report/Budget

We are opening a 13-month CD for \$20,000 at 4.6% from the deferred maintenance funds. Rob and Heather have already signed the paperwork at the bank; Susan will sign this week.

We reviewed the account balances as of yesterday.

We have not taken any distributions from the VCF since 2019. We have chosen to reinvest the dividends for the last 4 years but that money is available for withdrawal at any time.

Rob will call Stripe to inquire whether we can give our online donors the option of covering the transaction fees at the time of donation.

Emily moved to approve the FY25 budget with the changes to VCF investment income and sale of VCF investments discussed. The proposed budget reflects revenue of \$333,750 (including a Town ask of \$256,200), expenditures of \$340,691 and an overall deficit of \$6,941. This is a 13.8% increase in expenses from FY2024. Catherine 2nd. Approved.

Director's report

A staff holiday party was held last Friday at the Public House and a good time was had by all.

There was a successful Sing-along event this week and the Seasons Readings book sale on Saturday.

There is a gun safety presentation happening this Friday which has not caused any controversy. However, Rob will review the rental policy and agreement to ensure it includes language about events meeting the vision and mission of the library.

Our new employee in charge of adult programming, Celeste Lenski, has started and is working out well.

A new tenant, Brogan Morton of Wildlife Imaging Systems, will be moving into the C space at the beginning of January.

Staff appreciation is a focus for Rob and the Board. Rob will be sending something to Judy when she has her cataract surgery in January. The Trustees will send a card.

Rob has developed a system for tracking petty cash.

The current members of the Friends of the Library are not interested in continuing in their leadership roles with an expanded vision of the Friends' role. We plan to keep the bank account open and recruit new members in the future.

Staff evaluations are planned in the April/May timeframe.

Emily moved to accept the Director's report. Kathleen 2nd. Approved.

Committee reports

Strategic Planning Committee

Our consultant has delivered a draft report. Emily will follow up with her about editing it to provide more concise, actionable information.

Emily moved to go into Executive Session to discuss a personnel issue. Kathleen 2nd.

Emily moved that we come out of Executive Session. Marianna 2nd. Approved. No votes were taken and no decisions were made.

New Business

Shelburne Charlotte Hinesburg Rotary will be reaching out to Rob about speaking to their organization.

The next meeting will be on Wednesday, January 24th at 7:00pm.

Marianna moved to adjourn. Kathleen 2nd. Approved. Adjourned at 8:45pm.

Respectfully submitted,

Heather Roberts