

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

**Wednesday, February 21, 2024**

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

Call to order 7:05pm

### **Secretary's report**

The Secretary's Report from our January 24<sup>th</sup> meeting was not available for review. We will discuss it at our March meeting.

### **Treasurer's report**

We have elected to move back to automatic distributions from Vermont Community Foundation. 5% will be deposited automatically to our account.

We reviewed a budget projection worksheet to help us to notice anything out of whack. There is nothing remarkable at this point.

We reviewed the responsibilities of the Treasurer so that remaining Trustees can consider taking on this role when Susan vacates her position after Town Meeting. Potential future projects: investment management policy, budget management/finance policy.

Emily moved to go into Executive Session to discuss a personnel issue related to the budget. Kathleen 2nd. Approved at 7:30pm.

Emily moved to come out of Executive Session. Marianna 2nd. Approved at 8:10pm. No votes were taken and no decisions were made.

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

### **Director's report**

New kids' furniture has received positive feedback. Some shelving has been moved or rearranged in the library space.

Rob has received several resumes for the new staff position and has some phone and in-person interviews scheduled.

Our electrician came to repair receptacles in the rental space and replace some lightbulbs.

Rob and Judy will be staffing a table at the informational meeting before Town meeting on March 4<sup>th</sup>.

The library will close at 1pm on Monday, April 8<sup>th</sup> so staff can go home and enjoy the eclipse.

Programming: Nerf golf coming up next week; Poetry & Performance in April; Tilly Walden coming in May; summer reading planning is underway

Staff appreciation – Rob will be sending coffee mugs to volunteers

Susan updated us on the library bills under consideration in the Vermont legislature. One contains new rules around collections policies, increases funding to the Department of Libraries and lowers the privacy age for library patrons. Another considers whether to establish Dolly Parton's Imagination Library program in Vermont.

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

## **Committee reports**

### Strategic Planning Committee

The Strategic Planning Committee provided feedback to the consultant. Emily and the consultant worked together on a new draft which is significantly shorter. The Executive Summary and Plan were merged and more context was provided. It will be shared with the Committee first and then with the full board and staff.

### Personnel Committee

Rob created a draft 6-month plan which has been shared with Emily but will be passed along to the Personnel Committee to be reviewed/finalized.

## **Old Business**

There are two new Trustee candidates - Aimee Frost and Missy Ross – on the ballot on March 5<sup>th</sup>.

Our next meeting is March 27th at 7:00pm; we will switch the April meeting to the 17th rather than the 24th because of school break.

Catherine moved to adjourn. Marianna 2nd. Approved. Meeting adjourned at 8:50pm.

Respectfully submitted,

Heather Roberts