

Carpenter Carse Library Meeting Minutes – DRAFT

Wednesday February 24, 2021 via Zoom

Attendees: Katherine Kjelleren, Paul Lamberson, Brian Dunlop, Jim Jarvis, Marianna Holzer, Catherine Moller, Susan Evans McClure and Beth Royer

Call to order 7:02pm

Secretary's Report:

Heather unable to join. She will send January minutes for approval soon.

Treasurer's Report:

Bank balances and P&L were emailed this morning.

On P&L Hinesburg is reporting ahead of budget due to formatting. If backed out we are about \$3,000 below on income year to date. Donation income is strong – great indication of community support. We are well positioned, especially in light of the current climate, and for having paid for unbudgeted painting efforts. Bank balances are up compared to a year ago for our assets and endowment.

Discussion around professional development and budget allocation. Some staff have taken advantage and completed it virtually. (lower expenses due to no travel).

Jim moved to approved. Marianna 2nd. Approved.

Directors Report:

Really happy with new programmer staff member. Need to hold a staff meeting soon. Beth reached out to other local libraries to find out their plans for reopening. Others seem to be in a holding pattern.

Overall things are pretty good. Song farmer gathering was a success. This event might move back to a monthly occurrence.

Trivia was a great event. Participants really enjoyed it.

Tax services are a nice service to provide to those who need assistance. Beth responded to the Front Porch Forum poster who needed assistance to prepare his mother's taxes.

Brainstorming opening – do you open those who have been vaccinated first? Allow small group gatherings?

Small book shelf being added to Twice is Nice.

Donation acceptance rate is low at the library. There is limited space for storage of donations. Right now there are about 12 boxes stored at the library. Better World has recently issued a check for payment. Last shipment was before the pandemic.

Selectboard owned up to the mistake in the warning about our 1% budget increase. Maggie Gordon acknowledged the discussion at the meeting and that it would be a nonissue. We will see how the Selectboard resolves it.

Jim moved to accept. Marianna 2nd. Approved.

Personnel Committee:

No updates.

Facilities Committee:

Jim: Contact from GMP for electrical charging stations to be placed at the library if we want to make it available to staff or visitors. There will be programs to incentivize it. May be worth revisiting in 6-9 months.

Susan: You can purchase the charging station and there is a reimbursement for most or all of the unit. The Museum is participating.

Discussion about how this aligns with mission of library and implementation of Solar. It could be a nice offering for patrons. NRG has two non-rapid charging stations (no cost to use). They are often in use during the daytime hours.

Paul: Water heater in ceiling of C space. Plumber replaced heater and added a small pressure relief tank. The water heater in the main library was reviewed for any potential risks. Paul has a replacement pipe piece for the drain pipe (unit to the sink). Beth believes the plumber cost was approximately \$800.

Small expenses for a kitchenette in the C space. Otherwise no cost. Paul believes the rent is \$950 a month and increases \$25 a year. They applied and received the appropriate permit. We paid the application fee. Bag Balm hasn't made any changes to the unit that would impact future use.

Fundraising Committee:

Susan suggested we start thinking about ways to possibly spend COVID-19 relief funds that may be made available. It would need a ready to go project.

Bill was reintroduced – America Builds Library. If this passes money is meant to implement safety measures and modernized library/museum facilities.

This could be used to support HVAC upgrades to create zones and air flow separation.

Paul suggested adding in an underwriting opportunity at the bottom of the TOS for wifi.

Employee Retention Tax Credit program allows a tax refund or rebate for keeping staff on payroll over the last year.

Finance Committee:

No updates.

Old Business:

Budget discrepancy was reviewed earlier.

New Business:

None.

Jim moved to adjourn. Suan 2nd. Approved. The next meeting is Wednesday, March 24th at 7:00pm.
Adjourned at 7:55.

Recorded by Catherine Moller