

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, March 27, 2024

Attendees: Katherine Kjelleren, Catherine Moller, Heather Roberts, Kathleen Rivard, Brian Dunlop, Marianna Holzer, Jim Jarvis, Aimee Frost, Missy Ross and Rob Broder.

Call to order 7:05pm

Secretary's report

The Secretary's Reports from our December 13th, January 24th and February 21st meetings were reviewed. Jim moved to approve as written. Kathleen 2nd. Approved.

Treasurer's report

Quickbooks budget numbers are not matching the spreadsheet Rob and Susan created. Rob is planning to start fresh with the FY25 budget.

Richard is browsing for two new computers. They will replace what is at the front desk and those will move to patron use. Rob also needs a new laptop as his is very old.

The version of Quickbooks we use is expiring. Rob is looking into a version that he can access from home. Katherine suggested he should do that as soon as possible and not wait for the new budget year.

Rob will be emailing the Town Treasurer next week for the final quarterly distribution of FY24. St. George should be paying their annual contribution in April.

Rob has the paperwork for taking the distribution from VCF. He will sign along with one board officer and scan/email tomorrow.

Kathleen moved to go into executive session at 7:15pm to discuss a personnel issue. Marianna 2nd. Approved.

Marianna moved to come out of executive session at 7:25pm. Jim 2nd. Approved. No action was taken.

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

Director's report

We hired Alex Koncewicz to fill the Library Assistant position. Rob is hoping that he will eventually be able to offload some of the tasks he's been doing to Alex.

Judy is out mid-April to mid-May for hip surgery. Rob and staff will be doing some nice things for her and her family during her absence.

Volunteer recognition for nine volunteers is planned. They will receive mugs filled with candies, etc.

Jill & Jen completed their VT library certificates.

The fire alarm went off last weekend and the system was inspected at that time. One pull station was replaced and Rob received a quote for other needed upgrades. Katherine suggested it should be paid from deferred maintenance. We should consider at budget time increasing deferred maintenance back to \$10,000 rather than the \$3,000 this year. Katherine also suggested reaching out to volunteers who might be interested in doing other little projects (e.g. hole in patio area).

A Strategic Plan meeting with staff and the board is tentatively scheduled for Monday, April 15th beginning sometime between 3pm and 5pm depending on the availability of staff and the consultant.

Feedback from the staff about the Employee Handbook included wanting clarification around CTO accumulation and the availability of insurance.

The library is closing at 1pm on the day of the eclipse. There is a demonstration/program the prior Saturday.

Trustee Spring Training offered by the Department of Libraries is Thursday 4/4 from 11-12pm by Zoom.

Liberty Mutual completed a salary audit for the library.

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

Committee reports

New members should think about what committees they might like to join (Personnel Committee, Facilities Committee, Fundraising Committee, Finance Committee) and whether they are interested in any officer positions (Chair, Vice Chair, Treasurer, Secretary). We will hold elections at our next meeting.

Marianna moved to adjourn. Catherine 2nd. Approved. Meeting adjourned at 8:25pm.

Respectfully submitted,

Heather Roberts