

Carpenter Carse Library Meeting Minutes

Wednesday, April 27, 2022 via Zoom

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

Call to order 7:00pm

Secretary's Report:

Minutes of the March 23rd meeting were reviewed. Susan moved to accept. Jim 2nd. Approved.

Treasurer's Report:

P&L and bank balances as of yesterday were reviewed.

We are still expecting a small amount of our 4th quarter distribution from the Town (difference between warned amount and approved amount).

Wages & salaries are below budget because we have not really been using subs and there have been some staff absences (scheduled and unforeseen) using up accrued leave.

Jim moved to approve the Treasurer's report as presented. Marianna 2nd. Approved.

Directors Report:

School break week was busy.

A Collection Development Policy has been drafted. The Board agrees that the policy should be drafted by staff but must be approved by the Board.

Meg is leaving for a full-time YA position so we will be looking for a new Programming Librarian. Emily inquired whether we should be thinking about hiring this as a full-time position. Beth will consider based on staffing needs and budgetary constraints.

Susan stressed that the library was a great resource for families during the recent power outage.

ARPA funds cannot be used for handicap accessible door that Beth is investigating because it is considered construction. We will probably use it for books & materials or technology. There may be other grants available for accessibility.

The 4th of July book sale is back on this year and donations are being accepted. It will run by volunteers, not staff.

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

Facilities Committee:

Paul has reached out to the electrician who recently did work at the library to see if they would be available to consolidate our electric meters.

C space door replacement is still in the works.

Jim questioned whether we might install an EV2 vehicle charging station at the library. Cost looks to be approximately \$4K plus installation costs. Rebates might be available. Paul asked if we could add this to a strategic plan of facilities projects for the library "campus".

Paul has adjusted the outside lights down to reduce light pollution. We are not subject to Town regulations implemented after our lights were installed but are trying to be good stewards and examples. Maybe motion sensors would be a good solution? The sign light is the worst offender and is one we could focus on - maybe along with replacement of the sign itself. Beth would like to have a new sign installed by September when the library is celebrating 25 years in the space and the Board supports her investigation of design options.

Personnel Committee:

No update.

Fundraising Committee:

Susan has begun exploring investment policies for the endowment. Any information about original intent of the endowments would be helpful to include.

Finance Committee:

No update.

Old Business:

The library's bike repair station was dedicated to Spike Clayton (plaque should be forthcoming). Someone is working on signage to direct riders to the station. Is there an online resource where we could include this information? Katherine will reach out to LocalMotion. Paul will reach out to the Richard Tom Foundation as well.

New Business:

The next meeting is Wednesday, May 25th via Zoom (unless the weather is nice enough for us to meet outside). Susan moved to adjourn. Emily 2nd. Approved. Adjourned at 7:45pm.