

Carpenter Carse Library Meeting Minutes - DRAFT

Tuesday, June 27, 2023 via Zoom

Attendees: Katherine Kjelleren, Marianna Holzer, Catherine Moller, Heather Roberts, Emily Alger, Susan McClure, Kathleen Rivard, Jim Jarvis, Brian Dunlop, Beth Royer and Jill Andersen.

Call to order 7:10pm

Secretary's report

Susan moved to accept the minutes from our May 31st meeting. Marianna 2nd. Approved.

Treasurer's report

Investment account has stabilized.

P&L shows that our income is lower than expected but we did not take our VCF distribution. Susan would like to revisit this in the future at a time allowed by VCF.

Our strategic planning consultant's last month is not showing in this report and may carry over into next year (and could cause us to be "over budget" on Administrative expenses then).

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

Director's report

Program participation has been robust, similar to pre-COVID times.

Susan reports that someone in another organization she is part of reported how great the Song Farmers monthly events are for feeling a part of the community.

Katherine reported that the Saturday event walking in Geprags Park and learning about beavers was very informative and successful.

Kathleen asked about the plans for the book sale. Beth indicated that it is a lot of work to earn a few thousand dollars and it will be interesting to see how it does this year with new leadership and a new location.

Beth has arranged for a carpet cleaning service to come in September to clean the library carpets. It hasn't been done since Sara was the Director. Maybe foot traffic was less during COVID but we would should do this on a more regular basis.

Marianna moved to approve the Librarian's report. Susan 2nd. Approved.

Committee reports

Personnel

Catherine and Kathleen have had meetings with current library staff to understand needs before proceeding with the hiring process for a new Director.

Hiring

We have received multiple applications but the deadline has been extended to end of July (see above).

Facilities

Steve Smith will put together some architectural ideas on a pro bono basis for utilizing the library space in anticipation of growth in Hinesburg. Jim is planning to meet with him on 7/6 to explore how we might convert the east end to four season space, adding ADA access to main entrance of the building, and adding a roof and/or floor on the west end of the building where the picnic tables currently are. Susan mentioned that we need to include the staff in planning and we need to be informed by the strategic planning process. Katherine said we should not forget that we could utilize the rental space for library use. Beth confirmed that outdoor space is definitely needed but specific plans should be informed by strategic planning.

Strategic Planning

We have solicited feedback from staff, the board and the community and then developed goals and indicators. The Strategic Planning committee will be fleshing those out over the next few months and then coming back to the board with a strategic plan.

Emily will share a working Google doc in the chat and by email. The Committee meets next on July 10th.

Fundraising

Beth had submitted an application for a Creative Futures grant but has not heard anything yet.

Finance

Emily and Brian offered their help to Susan as she takes on the role of Treasurer. Beth is working on a timeline of events/tasks for the next Library Director and she will share that with Susan.

Old Business

Katherine will send Paul an email to confirm his timeline for changing the door on the C space.

New Business

The Friends of the Library are looking for help with the book sale on July 4th.

Beth will be done at the end of the month and will be wrapping things up for a few days afterwards. She is putting together training materials and will be available to Jill for questions (with hourly billing as needed).

Emily will share with the board a document of priorities she and Jill have discussed with regard to the library director job description.

Susan moved to adjourn. Kathleen 2nd. Approved.

The next meeting is Wednesday, August 2nd at 7:00pm. Susan moved to adjourn. Emily 2nd. Approved. Adjourned at 8:00pm.

Respectfully submitted,

Heather Roberts