

Carpenter Carse Library Meeting Minutes

Wednesday, October 24, 2018

Attendees: Katherine Kjelleren, Marianna Holzer, Heather Roberts, Paul Lamberson, Susan McClure, Brian Dunlop, Emily Alger and Sara Donegan

Secretary's Report:

Reviewed the minutes from the August 22, 2018 meeting. Corrected the spelling of Katherine Kjelleren and Jean Jensen. Paul moved to approve with the corrections. Marianna 2nd. Approved.

Reviewed the minutes from the September 26, 2018 meeting. Added information about our carpet cleaning quotes and completion of work. Marianna moved to approve with the addition. Susan 2nd. Approved.

Treasurer's Report:

The quarterly town allocation has not arrived yet. It should arrive this Friday.

The PayPal account has a monthly recurring gift so the balance is slowly increasing. Is there another platform we could use for recurring gifts? Moon Clerk? DonorBox? Bill pay at Community Bank is not so straightforward - have to pay a "person".

We reviewed first quarter P&L and YTD P&L from the accountant. Have had to replace a few computers. Wages & Salaries appears higher because of the timing of payments. Repairs & Maintenance now includes custodial services that used to be listed in Wages & Salaries. Sara is hopeful that the overage in Repairs & Maintenance will be offset by some savings in Wages & Salaries.

The Finance Committee will meet with Sara soon to draft a budget proposal to present for discussion at our November meeting.

Marianna moved to approve. Emily 2nd. Approved.

Committee Reports:

Sara, Susan & Emily went to the Vermont Community Foundation annual meeting. The speaker was a researcher from the Brookings Institute that spoke about how the upper middle class is benefitting from policies that do not broadly benefit society. VCF is focused on closing the opportunity gap. Keep that in mind as we develop programs, especially early childhood programming. Program officers are out in the community rather than sitting in an office reading applications.

The Personnel Committee completed Sara's evaluation in 3 parts - feedback from Trustees in August, surveyed staff anonymously (questions provided by Sara & committee), and conversation with Sara. Staff feedback was very positive. The evaluation will not be circulated to the wider board but is available upon request.

The Fundraising Committee met after our last monthly meeting. Harmony sent invitations to the Trustee gathering on 11/9 by email and US mail. Items will be in the newspapers next week. Katherine and Sara will make brief remarks. The committee discussed the desire to have all board members donate to the library so that we can say we have 100% board support. Sara will circulate the list of recipients of the annual appeal letter so that we can include personal notes for those people we know. Holiday giving - adopt an author, general donation to the library.

Directors Report:

The effort to sign up new patrons in September brought in 100 new patrons, exceeding our goal of 40.

The Department of Transportation has clarified that they will need access to a 5' x 10' section of the driveway between the sign and the culvert. It will not obstruct access at the library or impact our facilities in any way.

The staff will be receiving active shooter/threatening behavior training from a former FBI agent.

A new postcard has been designed to highlight online resources available at the library.

No proposals have been received yet for the mural in the children's area. We'll see what there is as of our next meeting and decide how to proceed.

Emily moved to accept the Librarian's Report. Marianna 2nd. Approved.

Old Business:

Sara will email us copies of the Conflict of Interest document and we can each bring it to the next meeting signed.

New Business:

We will meet on December 19th. Bring a treat to share.

Marianna moved to adjourn. Susan 2nd. The next meeting is Wednesday, November 28th at 7pm. Adjourned at 8:15pm.