

Carpenter Carse Library Meeting Minutes

Wednesday, November 29, 2017

Attendees: Katherine Kjelleren, Marianna Holzer, Paul Lamberson, Heather Roberts, Harmony Cism, Darcelene Lewis-Wedge, Brian Dunlop, Jim Jarvis and Sara Donegan

Secretary's Report:

Reviewed last month's minutes. Marianna moved to approve; Paul 2nd. Approved.

Treasurer's Report:

Reviewed P&L vs. budget vs. actual report through today. Of note:

- \$670 in Paypal for Giving Tuesday
- Endowment continues to grow

Darcelene moved to approve. Marianna 2nd. Approved.

Budget:

Paul moved that we approve the FY19 budget with a total cash expense of \$261,150 and a contribution to our deferred maintenance reserve of \$6,000 for a total of \$267,150. We will fund those expenses by requesting \$216,815 from the town and the library will contribute \$50,335 through a combination of income and reserves. Brian 2nd. Approved.

Committee Reports:

Personnel Committee met earlier this evening. Sarah has now received her certificate from the state. The Committee reviewed Sarah after her probation period and things are going well. Sarah's hours will be decreased from 40/week to 35/week per her request.

Directors Report:

Columbus Day in-service focused on in-depth training on online resources. Future training will focus on privacy/confidentiality.

New staff hires: Kelly Connon (clerk/substitute); Julia Baker (student clerk)

Paul moved to approve the in-kind donation policy drafted by Sara and Ed Sengle. Jim 2nd. Approved.

Sara to reach out to Williston and other local libraries about their Friends group and how it came to be.

Fundraising/donor letter went out by mail and email for Giving Tuesday and brought in over \$1,000 in one day.

Quilt being framed in memory of Emma Mead. Harmony is still working with to Diane Dubuque to design a stained glass panel in memory of Earla Sue McNaul.

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

Old Business:

Lara Keenan will be coming in February to talk to us about the Bylaws we had planned to discuss last month.

Darcelene moved to adjourn. Marianna 2nd. The next meeting is Wednesday, December 20th at 7pm at Marianna's house. Adjourned at 8:50pm.