

## **Carpenter Carse Library Meeting Minutes**

**Wednesday, February 21, 2018**

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

### **Secretary's Report:**

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

### **Treasurer's Report:**

Reviewed account balances. Jim moved to approve the report as presented. Marianna 2nd. Approved.

### **Committee Reports:**

Maintenance: Paul has replaced the other exterior light bulbs with LEDs. He is working on getting new LED bulbs for the sign lighting and will investigate what upgrades are necessary to the lighting at the back of the library.

Jim repaired the PVC pipe that was leaking in the utility closet and it seems to be dry.

### **Directors Report:**

Bill from A+ Roofing - Roof was installed incorrectly around HVAC unit. They caulked around the one side that had not been caulked. CCL made a donation to his child's field trip at Williston Central School in lieu of payment.

We're tracking reference questions and wifi users now and are looking into more automated way to measure connections to the wifi.

Patrons numbers are way down because the list has been weeded recently.

The website makeover is going well. It should be up and running in March. Paul suggested soliciting underwriting of the website by local businesses, etc. Sara will send to the Fundraising Committee.

Sara attended St. George town meeting to ask for increase in support. They will need to vote on the request.

We have a new credit card and Sara is moving autopays over to this card. If we spend \$1,000 in the first 3 months, we get \$300 back.

Sara is meeting with a consultant tomorrow about Employee Handbook and personnel policies. Jim moved to authorize the library director to spend up to \$3,000 out of current funds to pay for this effort. Brian 2nd. Approved.

Darcelene suggested that there is a Trustee handbook somewhere. She will look to see if she has a copy. Sara will look into whether the consultant could assist with this as well.

New hours will be starting July 1st: Saturday & Monday 10-3, Tuesday through Friday 10-7. 42 open hours vs. current 38. Judy will be clerking more and a sub will be taking on regular hours.

CCL will be collaborating with PiE on community events; The Hinesburg Historical Society will be assessing what local history materials are in the library.

The annual book sale will be the evening of Friday, June 29th; pre/post parade on Saturday, June 30th.

Community Bank is going to sponsor the mural project as part of Summer Reading Program: \$1,200. Paul suggested checking with the town to confirm it meets with requirements for signage. Chaya has drafted a letter looking for other sponsors. The Fundraising Committee will review.

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

#### **Old Business:**

Diane Dubuque will be sending Sara an updated design for the stained glass for Earla Sue. The updated estimate is \$260.

#### **New Business:**

2 new people are running to fill the 2 open positions. Town Meeting is Monday, March 5th.

We recognize Darcelene's 30 years of service to the library (1988-2018) and Ed's many years of service.

Jim moved to adjourn. Paul 2nd. The next meeting is Wednesday, March 28th at 7pm. Adjourned at 8:10pm.