

## Carpenter Carse Library Meeting Minutes - DRAFT

**Wednesday, April 1, 2020**

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

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

Minutes from the February 26th meeting were reviewed. Paul moved to accept. Jim 2nd. Approved.

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

Beth will be asking for our 4th quarter disbursement from the town and it will likely arrive with next week's check run to boost our bank balance.

Wages and salaries are way under budget. Adult Services position has not been filled and now is not a great time to be interviewing.

Paul gave an overview of the Treasurer's Report process for our new Trustee, Catherine Moller.

Paul encouraged Beth to request the payment from St. George as soon as possible.

Emily inquired why our payroll taxes are so high when our payroll is lower than normal. Beth is not certain and Susan recalls that it is something the accountant adjusts. Paul thinks it may be because we're near the end of the quarter and that adjustment hasn't happened yet. Also, benefits for Sara were treated as income and that may account for some of the discrepancy. Paul will add it to the list of questions for the accountant.

Our book distributor has cancelled all orders to Vermont unless we call to tell them otherwise. So, materials expenses are lower than normal.

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

### **Committee Reports:**

No committees met in the last month.

Katherine reminded us of the board committees and who serves on each. Catherine was invited to join any committee that interests her.

- Personnel - Katherine, Marianna, Emily
- Facilities - Paul, Jim

- Fundraising - Susan, Heather
- Finance - Paul, Brian, Emily

We will postpone election of new officers until our next in-person meeting.

**Directors Report:**

Remote story time has been very well received.

Marianna inquired whether Charlie Nardozi might be able to do a webinar in place of his in-person presentation. Beth is definitely considering what programs might work in a remote scenario but would prefer to reschedule this particular one for a time that Charlie can be present.

Paul encouraged Beth to look for ways to connect in an interactive way with young people who are "socially starved" right now.

Susan suggested that it is important to recognize that we can't become experts in this new way of doing things right away.

Paul inquired whether there's anything on the facilities improvement list that could be taken care of when the building is empty? Beth will consider and put together a list.

Paul inquired about our tenant, Karen Cornish, and Beth said everything seems to be business as usual.

Susan mentioned that open meeting laws have been changed so it is OK for us to meet remotely during this time.

Discussion initiated by Emily about walking the line between asking employees to do a lot more than they are used to but providing them meaningful work. Susan thinks we could apply for the small business grants and small business loans to cover salaries in the next few months.

Paul inquired about whether the library could facilitate content for the schools during remote learning. There is so much created content out there that we can connect users with.

Marianna moved to accept. Emily 2nd. Approved.

**Old Business:**

None.

**New Business:**

Susan suggested we consider posting to Front Porch Forum about our meetings and offered to handle the announcements. We will initiate when we resume in-person meetings.

Paul moved to adjourn. Marianna 2nd. The next meeting is Wednesday, April 29th at 7:00pm. Adjourned at 8:05pm.