

Carpenter Carse Library Meeting Minutes

Wednesday, May 2, 2018

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

Secretary's Report:

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

Treasurer's Report:

Reviewed account balances and a QuickBooks report of Budget vs. Actual as of today.

Income looks high but that is because we have received the quarterly town payment that is not reflected in the budget as of today.

Jim moved to approve the report as presented. Brian 2nd. Approved.

Committee Reports:

No committees met in the last month.

Directors Report:

Little Green Light is under consideration as a donor database. This may be something that the new Friends organization can support.

Sara is near completion on the Employee Handbook and will present to the Personnel committee with the goal of having the board approve it by the end of the fiscal year.

Chaya and Laurel Waters will be working with 14 5-10 year olds starting tomorrow to begin the mural project. This is supported by a \$1,200 grant from Community Bank. The board is supportive of this effort and recommends that it be reviewed in a year.

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

Old Business:

Officer elections:

Jim moved that the incumbents be re-elected to another term. Harmony 2nd. Approved.

Secretary - Heather Roberts

Treasurer - Paul Lamberson
Vice Chair - Marianna Holzer
Chair - Katherine Kjelleren

Personnel & Policies - Marianna, Emily, Katherine

Fundraising - Susan, Heather, Harmony

Finance - Paul, Jim, Emily, Brian

Facilities - Paul, Jim, Harmony

The roles of each of these committees will be defined in the upcoming review of the bylaws. We plan to include staff and community members who could add expertise in these areas.

Trustee recognition:

The Trustees plaque is at the engraver. It will cost in the neighborhood of \$500 to update all names and dates.

Bylaw revisions:

The library name needs to be updated.

Current bylaws seem to include some information that should be in policies not in bylaws.

The Personnel & Policies Committee will draft the revision and bring to the board for input and approval.

New Business:

Sara shared a letter from the town with regard to being in compliance with local ordinances regarding shrubbery.

The Personnel & Policies Committee will meet Thursday, May 17th at 3pm.

The annual book sale will be held Friday June 29th 4-9pm and Saturday June 30th 9am-2pm. Books will be available "by donation on Sunday, July 1st (outside or in the conference room) 12-4pm.

Paul moved to adjourn. Brian 2nd. The next meeting is Wednesday, May 23rd at 7pm. Adjourned at 8:00pm.