

Carpenter Carse Library Meeting Minutes

Wednesday, May 23, 2018

Attendees: Katherine Kjelleren, Marianna Holzer, Heather Roberts, Paul Lamberson, Harmony Cism, Susan McClure and Sara Donegan

Secretary's Report:

Reviewed last month's minutes. Corrected the time we adjourned. Marianna moved to approve; Harmony 2nd. Approved.

Treasurer's Report:

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

- Interest income is the "cash back" from the library's credit card.
- Depreciation is not budgeted in the current fiscal year but is in next year's budget.

Reviewed a P&L Budget Performance report to compare our spending YTD vs. budget.

Paul will be putting out an RFP for accounting services, giving Lavalley & Company the opportunity to bid. The goal would be to start with the new contract in the new fiscal year, July 1st. The necessary items would be quarterly reports, audit responsibilities and an electronic relationship with PayData.

The Finance Committee will meet to discuss the possibility of an annual audit, and what services we might need from an accountant vs. an auditor.

Marianna moved to approve the report as presented. Susan 2nd. Approved.

Committee Reports:

The Personnel Committee met to discuss edits to the Employee Handbook. Kate McEachern, an HR consultant, facilitated this process. Sara made edits and presented a draft to the Personnel Committee and then circulated it to the full board. Paul moved to accept it as written with the understanding that changes can be made in the future. Marianna 2nd. Approved.

The Fundraising Committee met before tonight's meeting. It was decided that the board would focus on major donations, capital campaigns and the annual appeal. The Friends would focus on the book sale and other events that would support the operating budget. The funds for these would reside in a Friends account and Sara would send them her "wish list" for them to choose what to support.

We should consider having a shared value statement. What would our tagline be?

Directors Report:

Sara has identified a volunteer who will clear the weeds/grass from the front corner of the library. Sara will ask whether he might like to be a community member of the Facilities Committee.

The Friends of the Library is off to a good start with officers elected.

Vermont Bike tours is donating 8 bikes to the library. Patrons will be able to sign them out for up to 2-3 days. The library is investigating a grant for other needs - helmets, locks, bike rack, etc.

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

Old Business:

New Business:

Susan will send Sara an example of a board confidentiality agreement.

Sometime later this year we will schedule a rep from Vermont Community Foundation to present at a board meeting.

Paul moved to adjourn. Marianna 2nd. The next meeting is Wednesday, June 27th at 7pm. Adjourned at 8:20pm.