

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, May 27, 2020 via Zoom

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

Secretary's Report:

Minutes from the April 29th meeting were reviewed. Paul moved to accept. Jim 2nd. Approved.

Treasurer's Report:

Bank balances: Compared to a year ago, we are about \$10,000 behind budget. Endowment balances have suffered as a result of the COVID-19 shutdown. We don't need it for immediate expenses so we are planning to weather the market downturn.

Income:

QuickBooks clarification: gain on sale of investments/VCF and line above it do not affect our cash flow. Distribution line item DOES.

St. George is planning to send their \$1,000 check but it has not arrived yet.

Trial period with the renter is up at the end of May. She has paid through June. Paul will confirm by email that she wants to continue.

Expenses:

Way behind budget on wages/salaries. The accountant will true up depreciation at the end of the year.

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

Committee Reports:

Directors Report:

Curbside pickup is currently available 5 days a week. Staff hours are increasing but Beth wants to ensure there's not too many people in the building at one time.

Other libraries seem to be doing a phased reopening: by appointment first and then "fully" (with limitations on building capacity). Governor Scott is expected to announce on Friday that

museums, galleries and libraries are re-opening on June 1st with the same guidelines as retail. We cannot do that until the space is modified to be safe for staff and patrons. We'll need to have masks on hand if people don't have one. Could we ask the community for donations?

Need to meet people where they're comfortable, emphasizing flexibility and moving things outside where possible.

Beth is thinking of appealing for help with outside projects - gardens, furniture repair, etc.

Paul inquired whether our cleaner would need any additional hours/supplies to clean the space per guidelines.

Per Susan, the State epidemiologist has indicated that a 6% infection rate is the trigger for shutting down again.

Marianna moved to accept. Emily 2nd. Approved.

Old Business:

None.

New Business:

Murals are de-laminating and are currently stored under the porch. Beth is looking for some type of epoxy to extend the life of this community art project. Jim suggests taking photos of them to post in the library and then move on to another project.

Paul inquired about hiring for the open position. Beth would like to hire someone with good technology skills and flexibility but is prioritizing figuring out the current situation.

Jim moved to adjourn. Emily 2nd. The next meeting is Wednesday, June 24th at 7:00pm. Adjourned at 7:40pm.