

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, June 24, 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 May 27th meeting were reviewed. Susan moved to accept. Catherine 2nd. Approved.

Treasurer's Report:

Bank balances: We continue to build our bank balances and are under budget in a lot of things especially with one less employee and fewer programs for the last several months. The endowment has bopped around a bit with market performance. St. George came through with their payment. We are in good shape for year end.

We plan to draw down our bank balances in the coming year and we'll see how that affects our ask from the town.

The C space tenant is changing as of July 1st (although the current tenant will continue to use it; just won't be the lead). The terms of the lease will be the same. Stephanie Zuppo and her business Words & Pictures had previously been at a space in Essex and will offer a variety of creative opportunities there. No fit up required by us....just installing a fire extinguisher and swapping the current sink for a 2x2 tub sink which they are providing.

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

Committee Reports:

The Personnel Committee should get together in the next month to check in with Beth as she nears her one year anniversary to see how things are going and conduct a review.

Directors Report:

Reopening has entailed quite a bit more work - especially cleaning surfaces that people touch and the bathroom after each use. We are asking patrons to limit their touching to the things they plan to take out.

Beth has received 2 quotes for painting the exterior of the building from Collegiate Entrepreneurs Painting Services and Expert Painters. Because we are not as busy right now, it would be a good time to take care of some projects that have been put off. She is awaiting

information from Rufus Patrick about the color used last time and if he'd like to submit a quote again. We will all send names to Beth if we know of other options.

Beth is trying to accommodate staff needs regarding time even though we are short staffed: a parent who doesn't have child care, planned vacations, etc. Adult programming is a lower priority at the moment so the position has not been filled.

Marianna moved to accept. Emily 2nd. Approved.

Old Business:

None.

New Business:

Rik Palieri would like to do a song farmer's event outside the library - bring your own chair. Beth needs to check with our insurer about whether we are OK to do something like this. Susan suggested that a release should be put in place for any participants in library programs to ensure the library is not held liable if anyone gets sick. Singing itself could be a higher risk.

Jim moved to adjourn. Susan 2nd. The next meeting is Wednesday, July 22nd at 7:00pm.
Adjourned at 7:50pm.