

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, July 25, 2018

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

Secretary's Report:

Reviewed last month's minutes. Corrected language related to the consultant under the Personnel Committee report. Marianna moved to approve; Emily 2nd. Approved.

Treasurer's Report:

We withdrew \$5,000 from the deferred maintenance account before the end of last fiscal year.

We finished the year with a \$15,000 surplus. We brought in more income than expected.

We reviewed the year-end P&L. Sara has sent this to the accountant for his review. He plans to have his changes and reporting to us before our next meeting.

Reviewed the YTD P&L. No concerns this early in the year.

Brian moved to approve. Jim 2nd. Approved.

Committee Reports:

The Personnel Committee met on July 19th. They are preparing to do Sara's annual review. We will go into Executive Session during next month's meeting to gather feedback from the full board.

The Personnel Committee is still working on the Bylaws and does not have a draft to share at this point.

Directors Report:

Sara is attending the RIPL Conference in Atlanta on a full scholarship.

The Department of Transportation has sent materials looking for a right-of-way to a portion of the library's property during a construction project. Sara has not yet been able to reach the project manager. When she does she will get more details about what exactly will be done and ensure that property will be returned to its original condition. Sara will take photos before the project begins.

Freegal service is up and running. We have a one year contract. Sara will be tracking usage to determine whether we should continue to subscribe.

Sara shared an email from Lara at the Department of Libraries about changes to state law that affect libraries (e.g. gender neutral bathrooms).

We reviewed a draft of the Code of Ethics for Members of the CCL Board of Trustees. The Policies Committee will meet August 23rd to discuss feedback and will present a new draft at the September meeting.

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

Old Business:

We received the finished stained glass in memory of Earla Sue McNaull. It will be hung soon but will be celebrated at some point in the future along with the updated Trustees plaque. Perhaps the Friends group could organize the celebration and the invitation of former Trustees?

New Business:

Emily moved to adjourn. Paul 2nd. The next meeting is Wednesday, August 22nd at 7pm. Adjourned at 8:15pm.