

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, September 23rd, 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 July 22nd meeting were reviewed. The dollar amount quoted in the bank balances was corrected. Jim moved to accept. Paul 2nd. Approved.

Minutes from the August 26th meeting were reviewed. Jim moved to accept. Marianna 2nd. Approved.

Treasurer's Report:

Bank balances: We will be getting our next quarterly payment from the town in October.

Paul suggested we might keep our ask from the town level for next year. Beth feels that there are several budget items running consistently higher than budget that we should address. In addition, our salaries are also lower than our neighbor towns in Chittenden County. Beth will try to survey other library directors and make recommendations regarding salaries. This has been on the radar for the Personnel Committee.

Fundraising will be challenging this year. We need to think about what stories to share. Many organizations are moving their campaigns up to avoid the potential market turmoil after the election.

Paul and Beth have reconciled QuickBooks and it is with the accountant.

Catherine moved. Emily 2nd. Approved.

Committee Reports:

Personnel: The committee met but has some outstanding deliverables.

Facilities:

Solar project - 3 potential investors may be interested in leasing space on our roof (through reductions in our electric costs) to place a solar array. Jim hopes to have proposals/letters of intent from each company before our next meeting. Jim has applied for a Certificate of Public Good to meet a deadline of October 15th before incentives are reduced. The next deadline is to have the project in process by October 31st.

Heat pumps - 1 bid to replace 3 rooftop units. They are only 8 years old and it doesn't make sense to replace them now.

LED bulb replacement - 2 cases on hand and each bulb is \$4.25 each; unfortunately, the first replacement bulb emits a noise that is bothersome and Jim is looking into it. He is replacing some other bulbs to see if it is that individual fixture.

Fundraising:

Beth is applying for a supplemental COVID grant from the state.

Technical assistance grants are also available through the regional planning commission. This could include legal, finance, construction, etc. and would need to be paid directly to the contractor.

Directors Report:

Beth has posted the job opening and is hopeful we can hire someone to take pressure off of the current staff. One person has responded to the FaceBook posting and Beth has directed them to the proper channels.

Charlie Nardoizzi program will be offered over Zoom.

There have been a lot of new patrons in September. Fortune cookies have been very well received.

Jim moved to accept. Emily 2nd. Approved.

Old Business:

None.

New Business:

Katherine proposes upcoming meetings as: October 21st, November 18th, December 16th to avoid holidays.

Emily moved to adjourn. Catherine 2nd. The next meeting is Wednesday, October 21st at 7:00pm. Adjourned at 7:55pm.