

Carpenter Carse Library Meeting Minutes

Wednesday, September 26, 2018

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

Secretary's Report:

Emily took notes at our last meeting but is not here this evening. We will review and approve them at the next meeting.

Treasurer's Report:

Our account balances are higher than they were at this time last year.

Paul shared a spreadsheet showing FY15-FY18 actuals. We will review in more detail during budget season.

Paul shared a copy of our recently-filed 990.

We reviewed a first quarter P&L budget vs. actual through yesterday.

The Vermont Department of Libraries recommends an audit on an annual basis. Federal law does not require us to be audited but it's something we may want to consider for future planning. Some grants consider whether an audit has been done before awarding funds. Paul will find out who does the town's audit.

Paul will share paperwork with Sara for transferring funds from a Community Bank account into our bank account in case there are any patrons that want to donate on a regular basis.

Marianna moved to approve. Jim 2nd. Approved.

Committee Reports:

None submitted.

Directors Report:

The effort to sign up new patrons in September has been very successful. We hoped for 40 but have 70 new patrons as of today.

Sara will be gone October 9-16.

Two quotes were obtained for the cleaning of the carpets. Apex had the lower bid and completed the work for us.

The Department of Transportation has not provided any further information to Sara about their right of way request.

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

Old Business:

We reviewed a draft of the Code of Ethics for Members of the CCL Board of Trustees as presented by the Policies Committee. Paul moved to approve the Code of Ethics as presented. Susan 2nd. Approved.

We reviewed a draft of the Trustees By-laws. Language should be added about how we handle the move of a Trustee out of town and indicating that the board can re-organize (hold elections) as needed at any other time in addition to the meeting after Town Meeting. Susan moved to accept the By-laws with the suggested changes. Paul 2nd. Approved.

We reviewed a draft of the CCL Conflict of Interest Policy and Disclosure Form. Sentence in the first example was changed to read "...has an outside business relationship *which* provides goods or services....". Heather moved to approve the Conflict of Interest policy with the suggested change. Susan 2nd. Approved.

Susan shared plans for the Trustee Celebration on November 9th. The Trustees will review the document of invited guests to add any addresses they can. Susan will send the marketing text to Jill to distribute through her usual channels.

New Business:

Sara shared the design for the new library card.

Paul moved to adjourn. Jim 2nd. The next meeting is Wednesday, October 24th at 7pm. Adjourned at 8:15pm.