

Carpenter Carse Library Meeting Minutes

November 16, 2016

Attendees: Katherine Kjelleren, Heather Roberts, Ed Sengle, Jim Jarvis, Marianna Holzer, Paul Lamberson, Brian Dunlop, Sue Barden

Secretary's Report:

Paul moved to accept the report. Jim 2nd. Approved.

Treasurer's Report:

Reviewed the quarterly QuickBooks report. The accountant has not entered budget numbers into QuickBooks yet so we are unable to look at budget vs. actual.

The increase in postage is related to the switch to a messenger for interlibrary loan rather than US Postal Service. We will continue to monitor this in future quarters to see if expenses remain unusually high.

Paul is opening an E Trade account to accept a stock gift from a community member.

For 2017 budget purposes, Paul is using the categories used by our accountant in QuickBooks. Books and Materials will be split between adult and youth. Administrative will be split into subcategories as well.

Benefits and salaries estimates for 2017 are affected by the hiring of a new Director. We anticipate that the new Director would be paid for 40 hours compared with Sue's current 30 hours. The Personnel Committee will provide more guidance with regard to the anticipated salary for a new Director as well as annual increases for current staff.

Jim proposes putting wages & salaries, employee benefits, payroll taxes and payroll expenses together in the proposed budget to make the overall cost of personnel more clear.

Katherine will contact Bob Mason to propose an increase in Life Program rent to \$10,000/year for FY 2017-1018. Sue will send a letter to St. George proposing an increase from \$500 to \$1,000 annually.

Jim moved to accept the report. Brian 2nd. Approved.

Librarian's Report:

Paul and Marianna attended the Trustees & Friends Conference on November 5th. They reported to the rest of the board some of what they learned at the individual sessions. Paul mentioned one inspiring book: "Start with the Why".

Marianna moved to accept the report. Jim 2nd. Approved.

Old Business:

The Personnel Committee met earlier this evening and have a nearly finished job description for the Library Director. Their target is to list the job by the end of January. They will be meeting again in the next few weeks to discuss salaries prior to our December meeting.

Katherine still needs to connect with Ely Coates and Melody Bedard to ask whether they might be interested in taking on the 4th of July fundraiser this year.

New Business:

We will all brainstorm ideas about how to commemorate Sue's years of service.

Rik Palieri is interested in putting together a concert at Town Hall to benefit the library possibly in mid to late January.

We will revisit the Strategic Plan at the December meeting. The Strategic Plan also should inform all work that is done in committee. The Personnel Committee will review to ensure the Director's job description is in keeping with the goals set forth in the Strategic Plan.

Jim moved to adjourn. Marianna 2nd. Adjourned at 8:50pm. The next meeting will be on December 14th at Marianna's house.