

Carpenter Carse Library Meeting Minutes

Wednesday, May 24, 2017

Attendees: Katherine Kjelleren, Brian Dunlop, Marianna Holzer, Ed Sengle, Paul Lamberson, Heather Roberts, Harmony Cism, Sue Barden and Sara Donegan

Agenda:

Adjustments - adding book sale to Old Business and executive session prior to adjournment.

Secretary's Report:

Last month's minutes. Paul moved to approve; Marianna 2nd. Approved.

Treasurer's Report:

Reviewed report through March 2017 (3Q). Of note:

- Donations account is higher than budgeted thanks to a few large donations.
- The CSSU paid part of their rent in Q3. Katherine will get a copy of the new contract with them and will confirm what date they have paid through.
- Administrative costs look really low but Paul is confident in the bottom line - items budgeted there must be captured elsewhere in the accountant's reporting.
- The accountant does not report appreciation in the VCF "library fund" (the illiquid fund) on the balance sheet. He does report appreciation in the VCF "Guarino fund" (the liquid fund).
- We take our VCF distributions in the budget year in which we're going to use it.

Ed moved to accept. Marianna 2nd. Approved.

Committee Reports:

Personnel Committee:

Our new Director Sara Donegan is in attendance tonight. She officially begins her new role on July 1st.

The Committee (Katherine, Brian, Marianna and Jim) along with Richard Pritsky were thanked for their hard work on the hiring process. They will now work on getting the hiring reported in local outlets.

Librarians Report:

Marianna volunteered to send the thank you notes to the Emma Mead memorial donors.

The Facilities Committee will look at the dead and falling trees on the edge of the property. Paul moves that the committee/Sue solicit two bids and move forward with the lower bid. Jim 2nd. Approved.

Paul will work to get the toilet in the main library space replaced.

Marianna moved to approve the report. Brian 2nd. Approved.

Old Business:

Susan Abell sent an email of the "institutional knowledge" about the book sale to Sue who forwarded it to Ely Coates.

Jim moved that Katherine Kjelleren (Chairman), Paul Lamberson (Treasurer), Heather Roberts (Secretary) be elected for the next year. Brian 2nd. Approved.

Committee elections:

Personnel - Jim Jarvis, Paul Lamberson, Brian Dunlop (Chair)

Fundraising/Gifts - Heather Roberts, Katherine Kjelleren (Chair), Harmony Cism

Finance - Paul Lamberson (Chair), Jim Jarvis, Ed Sengle

Facilities - Jim Jarvis (Chair), Ed Sengle

Policies - Heather Roberts, Ed Sengle (Chair), Marianna Holzer

We will review the bylaws at the next meeting to confirm officer roles and committee roles.

New Business:

The Facilities Committee will look into options for artwork to update the outside of the library.

Harmony will take the lead on a project to plant flowers in planters outside the library.

The Board took a field trip to look at the dead trees along the property line.

Public comment was offered but there was none.

Paul moved that we go into executive session to discuss personnel matters.

Paul moved that we come out of executive session and no action was taken.

The next meeting is Wednesday, June 28th. Paul moved to adjourn. Adjourned at 9:20pm.