

Carpenter Carse Library – Trustee Meeting

May 27, 2015

Attendees: Katherine Kjelleren, Heather Roberts, Sue Barden, Susan Abell, Marianna Holzer, Paul Lamberson, Jim Jarvis.

Secretary's Report – Paul's name was added to attendees for April meeting. Susan moved to accept report, Marianna 2nd, report approved.

Treasurer's Report:

- The paperwork was completed at both banks today. Paul recommends a new Treasurer at least every 5-7 years.
- Online banking should be up and running tomorrow for both banks.
- Allegheny has been liquidated. The balance of \$8,465.36 was moved to National Bank of Middlebury Savings. Paul will be investigating options for a brokerage account for future stock donations.
- The annual VCF distribution was inadvertently put in National Bank of Middlebury Savings. It will be moved to Merchant's Checking for use in next year's budget.
- David Lavalley (accountant) needs authorization to access our payroll information through PayData. Paul and/or Sue will address.
- Paul is working with Sue to determine which QuickBooks reports will be most helpful for her to gauge expenses vs. budget.
- Katherine questioned VCLF totals in reports from David Lavalley. Paul will work with him to clarify/correct.
- Susan moved to accept Treasurer's report, Marianna 2nd. Report approved.

Librarian's Report:

- Sue asked for clarification on whether she could spend money from the Guarino accounts for materials in the current budget year. Jim moved that we create an account in QuickBooks to track the transfer of Guarino funds (approximately \$6,750) from the Middlebury Savings to the operating budget. Sue is authorized by the board to spend up to \$1,000/budget year at her discretion. Susan 2nd. Approved.
- Sue is looking into using Better World Books to bring in revenue for vintage books and library discards.
- Susan moved to accept the Librarian's report, Paul 2nd, report approved.

Old Business:

New Business:

- Susan presented the latest version of the Strategic Plan. Sue suggested that we solicit feedback from staff in addition to the patron responses currently captured. After the staff and Director provide feedback to the Strategic Plan, the Board will have as their primary agenda item for the June and July board meetings the determination of goals for the finalization of the Strategic Plan.

If by that time we have not made sufficient progress, we will plan a separate retreat to address this topic.

Committee reports:

Strategic Planning: See above.

Fundraising: Susan circulated a donor thank you letter for feedback. Whose responsibility will it be to send out the letter as donations are received?

Susan moved to adjourn, Marianna 2nd. Meeting adjourned at 8:45pm. Next meeting: June 24th at 7pm at the Library. This meeting's agenda will include Strategic Planning.