

## **Carpenter Carse Library – Trustee Meeting**

August 26, 2015

**Attendees:** Katherine Kjelleren, Heather Roberts, Sue Barden, Paul Lamberson, Brian Dunlop, Darcelene Lewis-Wedge, Marianna Holzer.

### **Secretary's Report:**

- Darcelene moved to accept report, Brian 2<sup>nd</sup>, report approved.

### **Treasurer's Report:**

- Paul has completed the paperwork to remove Darcelene as Program Administrator for the library's corporate credit card. This needs to be completed before Paul can get an additional credit card for Sara.
- Paul passed around our unsigned Articles of Incorporation (required for the Morgan Stanley application) for signature by all Trustees in attendance.
- We received our first donation through PayPal on the library website. Paul reiterated the need to send thank yous to donors and will follow up with Sue and Susan about this process.
- We reviewed the year end expenses versus budget. Paul will clarify with David Lavallee on Tuesday what David includes in the various QuickBooks categories. Once that is better understood, Paul will enter the current year budget data into QuickBooks.
- Marianna moved to accept Treasurer's report, Brian 2<sup>nd</sup>. Report approved.

### **Librarian's Report:**

- Sue proposes increasing hours on Monday to 10-3 and standardizing the Saturday hours to 10-3 year round. This would result in an overall increase in hours of approximately 36 hours/year. If we were to also eliminate hours from 7-8pm (when patron visits are very low), it would result in an overall reduction of approximately 221 hours/year. The Board expressed concern about such a significant reduction when our goal is to increase accessibility of the library per the patron survey. Sue will review this with the staff to create a revised proposal.
- Paul moved to accept Librarian's report, Darcelene 2<sup>nd</sup>. Report approved.

### **Old Business:**

- The Adult Programming position has not been filled; filling the student clerk position is on hold.

### **New Business:**

- Sue is looking for help to place a "My Little Library" near the Food Shelf building. She will let us know when that is finalized.
- Paul will be completing paperwork with the federal government to update the library name from Sarah Carpenter Library to Carpenter Carse Library.

- Sue shared feedback regarding the Strategic Plan from staff members – Sarah Armstrong Donegan, Jane Racer, Judy Curtis and Richard Pritsky. Paul will scan them and send them to all Trustees.

**Committee Reports:**

- None submitted

Paul moved to adjourn, Darcelene 2<sup>nd</sup>. Meeting adjourned at 9:00pm. Next meeting: September 23rd at 7pm at the Library. The 2016-2017 budget process will begin at that meeting.