Carpenter Carse Library – Trustee Meeting

September 23, 2015

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

Secretary's Report:

- Susan moved to accept report, Paul 2nd, report approved.

Treasurer's Report:

- Paul passed along details of donations received through PayPal to the Fundraising Committee to allow for the sending of official thank you notes.
- Paul met in person with David Lavallee and reported the following answers to questions we posed last month:
    o Administration numbers look higher because we paid him an annual amount at the beginning of the fiscal year and then began paying him quarterly – so a full year and three quarters were paid in the same year.
    o Question about dues: perhaps paid multi-year in the prior fiscal year?
    o Payroll looks high because he does not break out the taxes separately until he does the tax return at the end of the year.
- Paul made a motion to make changes to our financial record keeping that will require the library to subscribe to QuickBooks online and to provide Lavallee and Company all sign-ins and passwords to financial accounts. Susan 2nd. Motion approved.
    o This would eliminate the Treasurer's copy of QuickBooks and Paul would have access through QuickBooks online to the accountant's copy. Sue would still maintain her copy for audit purposes. The cost would be $18/month for first 6 months and $37/month thereafter.
    o Paul also proposes giving the accountant online access to the library accounts so that we do not have to deliver paper copies to him. Paul's access to QuickBooks would allow him to monitor that they are being used appropriately.
- Paul will enter the current year budget numbers into Sue's copy of QuickBooks. He will no longer need to do it in the Treasurer's QuickBooks if he is able to use the accountant's copy.
- Paul reports that the accountant feels that the Friends of the Library should not exist under the library's EIN without the funds being accounted for in the library's books. The accountant recommends that The Friends of the Library should either transfer their existing funds to the library account or get their own EIN. The Board will vote on this next month.
- Ed moved to accept Treasurer's report, Jim 2nd. Report approved.

Librarian's Report:

- The Green Mountain Library Consortium is planning to begin using a new courier service in mid-January. We will need to spend some money to support this (which will offset savings in our postage line item in the budget).

- Sue reiterated a proposal to standardize Saturday hours to 10am-3pm and to increase hours on Mondays to be open from 10am-3pm. This would result in a decrease from 40 hours/week to 36 hours/week. The Board expressed the feeling that Sue can change hours as needed to make them most useful to patrons within the current budget.
- Jim moved to accept Librarian's report, Marianna 2nd. Report approved.

Old Business:

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

New Business:

- Sue is now eligible for Medicare and will need supplemental. She is talking with Town Hall about whether the League of Cities and Towns provides a Medigap policy for that purpose. The Board will continue to pay for that policy in the budget.

- Jim Jarvis has arranged with Steve Cote (Scoutmaster) for the Boy Scouts to re-do the weeds/stone at the front of the library in October. The Board authorized Jim to spend up to $500 from deferred maintenance to complete this project. Paul moved. Susan 2nd. Motion approved.

- Jim has noticed that there is water coming in the front door. Sue will talk with Nigel from New England Floorcovering but she thinks it is more of an engineering issue.

- Paul suggested we may want to move the bench next to the door because it appears to be blocking the entrance.

Committee Reports:

- None submitted

Meeting adjourned at 9:00pm. Next meeting: October 28th at 7pm at the Library. The 2016-2017 budget process will begin at that meeting.