

Carpenter Carse Library – Trustee Meeting

September 24, 2014

Attendees: Katherine Kjelleren, Darcelene Lewis/Wedge, Paul Lamberson, Jim Jarvis, Brian Dunlop, Marianna Holzer, Susan Abell, Ed Sengle, Sue Barden.

Guest appearance by David Lavallee, CPA. He recommended preparing quarterly financial statements from the previous month-end, not trying to use mid-month numbers. Discussed cost of payroll service from Paychex vs. PayData (Bruce Bockland, local rep). Discussed value and reporting of Vermont Community Foundation investment.

Paul moved to authorize quarterly reports from David Lavallee to include balance sheet with actual vs. budget and vs. previous year (additional expense of approx. \$400 per year). Jim 2nd. Discussion: Jim described how these quarterly reports would be closer to reports he is used to seeing from other organizations. Susan was hesitant to spend additional funds on financial reports as opposed to library materials; Ed agreed. Sue pointed out that detailed quarterly reports from a CPA can help us avoid the expense of an audit. Motion passed.

Paul moved to authorize Darcelene and Sue to investigate cost of payroll services from PayData and make the change if appropriate. Susan 2nd. Discussion: Paul appreciated the more efficient process that PayData offers with David Lavallee's service. Motion passed.

Discussion of Strategic Planning: Jim suggested a half-day meeting to identify the top issues. A smaller group will meet before the next board meeting to plan a session.

Secretary's Report – Susan moved to approve August's report, Marianna second, report approved.

Treasurer's Report:

- Allegheny account balance: \$7,532.04.
- Ed moved to transfer E-trade funds to Middlebury Bank Savings account. Paul 2nd. Motion passed.
- Darcelene reminded the board that we need to request the next quarter's funds from the town.
- Susan moved to accept Treasurer's report, Marianna 2nd. Report approved.

Librarian's Report:

- Policy on Unattended Children at the library. Sue brought a draft document for initial review by the board. Susan suggested that we establish an interim policy for the short term until we can agree on a permanent policy. Jim raised concerns about the safety of unaccompanied children in our facility. Sue will contact Rob @ VLA for any guidance they may have on this topic.
- Darcelene moved to accept the Librarian's report, Marianna 2nd, report approved.

Old Business: Jim described progress in repairing the exterior, along with some other issues found since our walkaround. Paul moved to send a progress payment of \$4497 to Bob Thiefels, Marianna 2nd, payment approved.

New Business: Brian will look for any record of discussion/vote about extending library hours and report them to the board before the Oct. meeting.

Because of the holidays at the end of November and December, the meeting dates will be:

Nov. 19th at 7pm.

Dec. 17th at 7pm.

Adjourned at 9:20pm.

Next meeting on Oct. 22nd at 7pm.