

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, June 28, 2017

Attendees: Katherine Kjelleren, Marianna Holzer, Paul Lamberson, Heather Roberts, Harmony Cism, Darcelene Lewis-Wedge, Sue Barden and Sara Donegan

Secretary's Report:

Reviewed last month's minutes. Paul moved to approve; Darclene 2nd. Approved.

Treasurer's Report:

No reports from the accountant because it is not the end of the quarter. Paul offered end of the month balances to review. Of note:

- We are ending the year with approximately \$37K more in revenue than expenses. It is likely the result of an adjustment in hours which has resulted in lower than expected salaries and the receipt of life insurance money from Polly Quinn.

Paul has automated the distributions in the form of a check from both VCF accounts until further notice.

Paul has worked with the accountant to line up the QuickBooks categories with the account names that we use in our budget.

At a future meeting, we should talk about what the threshold is for memorial donations to be sent to the endowment rather than put into the operating budget.

Paul and Sara are going to Community Bank to complete a new signature card on Monday, July 3rd. They will look into whether to continue using credit cards or use only debit cards to make purchases in the future. This would simplify accounting.

Marianna sent out thank you notes to the Emma Mead memorial donors.

Marianna moved to accept. Darcelene 2nd. Approved.

Committee Reports:

Facilities Committee:

The outside faucet is intermittently dripping. Sara will contact a plumber about putting a shut-off valve on the faucet.

Paul has replaced the toilet in the main space and it seems to be working properly.

Ed cut down the trees along the tree line that were encroaching on the neighbor's property.

Aubuchon donated a planter and plants for the front of the library and Harmony put that together.

Librarians Report:

Sue did not have a paper report to present but expressed her appreciation for the retirement party held for her at the Public House on Saturday.

We have hired a new Children's programmer, Chaya Thanhauser. Sara will continue to do the Children's collection development. Others on staff are Richard Pritsky (Assistant Director), Jane Racer (Adult Collection Librarian), Jill Andersen (Adult programming), Judy Curtis (Circulation), Elizabeth Ross (Clerk), Sage Coates-Farley (Student Clerk).

Paul moved to accept the report. Darcelene 2nd. Approved.

Old Business:

The contract Katherine received from Josie Leavitt Palmer in the CVSD office does not reflect the agreed upon rent amount with Bob Mason. However, the last check we received was for a larger amount so it seems that they are aware of the updated rent. Katherine will follow up.

Heather will follow up with Jim and Sara to discuss whether the United Church's summer camp group could create bottle cap artwork for the outside of the library.

Katherine will join the Personnel Committee.

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

New Business:

Paul moved to accept Sue's resignation from the library effective June 30, 2017. Heather 2nd. Discussion appreciating Sue's 30 years of service, and a few memorable events. Approved.

Paul moved to appoint Sara Donegan as our new library director effective July 1, 2017. Heather 2nd. Approved.

Elly Coates came in to tell us how 4th of July book sale preparations are going.

Sara will follow up with Jerry DeGraff to put up the outside lockbox.

At the next meeting, we will discuss the security call list/key list now that Sara is transitioning into the Director role. We will also address whether a key policy is required to control access during non-operating hours.

Our bylaws appear to require a Vice President so we will elect someone to that position at the next meeting.

The Shelburne Falls intersection will be improved with turn lanes in the future.

The next meeting is Wednesday, July 26th at 7:00pm. Paul moved to adjourn. Adjourned at 8:45pm.