

Carpenter Carse Library Meeting Minutes - DRAFT

Wednesday, August 30, 2017

Attendees: Katherine Kjelleren, Marianna Holzer, Paul Lamberson, Heather Roberts, Harmony Cism, Darcelene Lewis-Wedge, Ed Sengle, Jim Jarvis, Brian Dunlop and Sara Donegan

Agenda:

Paul moved to approve the agenda for tonight's meeting. Darcelene 2nd. Approved.

Secretary's Report:

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

Treasurer's Report:

Paul distributed a copy of our tax return as well as a year end balance sheet and P&L from our accountant. Of note:

- Our Guarino account is now being reported at current market value. Future Guarino dividends will now be categorized as "unrealized gain marketable securities" and VCF investment fees will also be recorded in QuickBooks to continue to reflect the full value.
- The accountant has a fixed asset schedule to determine the depreciation amount to reflect in QuickBooks.
- Accountant recommends a separate line item for professional development. It is currently reflected in salaries. We will further discuss during budgeting for next year.
- Deferred maintenance will continue to be stated as an asset on the balance sheet and will only hit the P&L if we take money from the "deferred maintenance" savings account at Community Bank.
- There are four new income categories going forward - youth materials, youth programs, adult materials, adult programs.
- VCF distributions are on auto-pilot and will come to us automatically.

Marianna moved to accept. Brian 2nd. Approved.

Committee Reports:

None submitted.

Librarians Report:

The library will be closed on Columbus Day for an in-service focused on technological and visual resources in the library and planning an upcoming open house week.

There have been issues with the A/C units and there has been no preventative maintenance since 2013. They have been repaired by Vermont Mechanical who has offered a maintenance contract. The board thought that we had a maintenance contract in place since the replacement of the units. The Facilities committee will confirm what we had in place and make sure we have this coverage going forward.

SunRay came in to test the fire alarm system and said that we are not "up to code" and submitted a proposal to make the necessary changes. However, we passed inspection. The Facilities Committee will review SunRay's proposal. Sara will contact Al Barber for clarification on how we are not "up to code" and his recommendation about what we should do. At the same time, she will talk to him about whether there are any changes to our SunRay contract that we could make now that we have a lockbox.

Library addresses are being changed with our vendors to 69 Ballards Corner Road with the goal of eventually closing our PO Box.

Sara is looking into a re-design of the library website to make it less archaic and easier to update. A logo, part of the strategic plan, would be part of this initiative.

Sara asked for the board's approval to serve alcohol at an event during the open house week. Paul suggested Sara should confirm with our insurer that we have coverage for this.

The Board was supportive of Sara's plan to attend a Selectboard meeting during a non-budget time to introduce herself and let them know what's happening at the library.

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

Old Business:

Katherine will follow up with CVSD about the rent amount for the Life Program space. She is waiting for new staff in that office to settle in.

Darcelene nominated Marianna to be Vice Chairman of the board. She accepted the nomination and the the board voted to approve her.

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.

We will ask Lara from the VT Department of Libraries to assist us with updating our Bylaws.

New Business:

Paul made a motion to authorize the library director to sign checks up to \$1,000. Darcelene 2nd. Approved.

The July 4th book sale was very successful, raising \$2,305.50. The Board will send Elly Coates a thank you note for her efforts.

The lockbox has been hung outside the library to allow access to police/fire personnel. Two trustees currently have keys - Katherine and Darcelene. Sara will be looking into updating the key policy particularly as it pertains to access during non-operating hours.

Darlene moved to adjourn. Paul 2nd. The next meeting is Wednesday, September 27th at 7:00pm. Adjourned at 8:45pm.