

## ***Cobleigh Public Library Trustees' Minutes***

December 18, 2017 4:30 p.m.

Attending: Lindsay Carpenter, Jan Wade, Don Welch, David Martin, Cindy Karasinski and Mamie Cleveland

**Minutes** from 11/27/17 – Motion to approve – David-1<sup>st</sup> Don-2<sup>nd</sup> - Approved

**Treasurer's Report** – Don stated that the budget vs. actual amounts are off by approx. \$1,400. He will check with the Town on those numbers.

Don notified the Board that he will be stepping down from his position of Financial Officer as of this meeting. He stated that he will offer assistance to whomever steps forward to complete the necessary reports for the annual Town Report which is due around January 20<sup>th</sup>. His five-year term is complete in February and he has offered to continue as a Trustee. The Board found it necessary to table a decision on filling the slot for a Financial Officer pending a better understanding of what is required to fulfill the position. Don will submit a "job description" highlighting the tasks he completes to the Board via email. Motion to approve – Jan-1<sup>st</sup> David-2<sup>nd</sup> – Approved

### **Librarian's Report**

The Library was given a Fairbanks Museum & Planetarium membership by a member of the Museum on Giving Tuesday.

The Promise Community monies have still not been disbursed from the State. Dawn Powers, the Building Bright Futures Coordinator, has been in contact with the State but without response. These monies should have been released in July.

### **Old Business**

**By-Laws Amendment – Selection of Trustees** – Don shared that his most recent understanding stemming from information that Marty Feltus gathered is that a municipal library *cannot* have trustees on the Board from outside towns. Lindsay will re-check that information with Marty.

### **New Business**

**Library Budget** – the **actual** expenses and income need to be calculated from the report the Town shared for end of year calculations. These calculations may/may not change the beginning cash on hand which could then result in changes to line items that had adjustments made (+/-).

**Bookmobile Budget** – Don had questions regarding Cindy's preliminary budget proposal: 1) the change in the maintenance amount – Cindy stated that she increased this amount to plan ahead as the vehicle is getting older and tires would most likely need to be purchased this year as well; 2) why interest and donations were not shown – Cindy stated she was not aware where these line items were and had obtained that information last year with Don's assistance; 3) the FICA amount was not correct – Cindy will adjust this accordingly. She will update and revise the budget and email for Board approval.

**Friends** -Mamie Cleveland was invited to the meeting to share information about the Friends. Currently Mamie serves as the President, Linda Britt, Vice President, Faye Heath, Secretary, and Susie Corbeil, Treasurer. Mamie shared the minutes from their last meeting which showed their current checking and savings account balances.

Lindsay shared via email (along with an additional pamphlet) the following information from the Vermont Department of Libraries regarding the Friends financials:

Technically, the Friends should be a completely separate and independently-governed group from the library. In many towns, the Friends groups are their own 501c3 nonprofit entity with their own board, own bylaws, and own operating procedures. Friends groups, while they should work cooperatively with the library they support and should communicate with the library director and trustee board, manage their own finances independently.

The attached document from United for Libraries (the Trustees and Friends section of the American Library Association) details how the role of the Friends is different from that of the Trustees, and emphasizes that trustee board members should not be on the Friends board – with several reasons explaining why.

Friends groups should have their own checking and savings accounts that they are responsible for managing. They can choose to share information about their account balances with the trustees, but do not have to do so.

Lara Keenan, State Library Consultant, Governance and Management, Vermont Department of Libraries

Mamie has agreed to share the minutes from each future Friends meeting with the Trustee Chair who will then share at the subsequent Trustee meeting.

**Carpet – Main Floor** – Cindy will discuss with the Friends the use of funds from a recent \$5,000 donation for new carpet for the main floor. She will obtain quotes from area businesses to present. This was a donation that was given to the Library and the Board determined at that time to give it to the Friends as the previous large donation had gone to the Library accounts.

**Staff** – Cindy needs to hire a person to work seven hours on Fridays at the desk due to Blake’s reduction in hours. She proposed a starting hourly rate of \$13.30/hour with an increase to \$13.70 when staff raises go into effect in April. This is in the budget. Motion was made to fill the position at the hourly pay/pay increase proposed. David -1<sup>st</sup>, Don-2<sup>nd</sup>

**Donation Form** – Community National Bank responded to the appeal letter with a form they require completion of for donation requests. Lindsay will contact the bank representative for further clarification.

*Next meeting is scheduled for January 29<sup>th</sup>.*

*FYI - 2018’s meeting dates:*

*February 26*

*March 26*

*April 30*

*May 21*

*June 25*

Meeting adjourned at 6:05.

*Respectfully submitted by Jan Wade*