

CPL Trustees' Minutes

October 24, 2016 4:30 p.m.

Attending: David Martin, Cindy Karasinski, Jan Wade, Don Welch, Pat Webster

**Minutes** from 9/26/16 - Motions to approve - Pat, 1st David, 2nd - Approved

**Treasurer's Report** - Don reported that the budget looks good. Cindy said that although there are areas that are over-budget there are others, like the courier service, that have kept costs down and she is confident the budget will be on target.

Don said that while investments are down a bit, earnings for 2016 show a significant increase from last year. This increase will allow an additional \$7000.00 to be drawn down.

Don also talked to Dawn Dwyer and Laurie Willey about the new balance sheet format. Tammi Chase was unable to offer her assistance, but Dawn and Laurie believe they can handle the shift to the new format on their own.

David asked about the method that should be used to move monies from investments into the budget as approved in last month's meeting. Don will meet with Peter Morrissette for guidance on the proper transferral process.

Motions to approve - David, 1st Jan, 2nd - Approved

**Librarian's Report** - The Board was very impressed with the many trainings the library staff members have attended.

**Old Business** - Several weeks ago we discussed sealing cracks around the exterior base of the building. This is a crucial repair and the cost will be approximately \$600.00 for the labor. David moved to approve this project plus the cost of sealant. Don seconded.

The entry door needs repair. It literally fell off its hinges. The Fire Department was coming over already to help with replacing out-of-reach overhead lights and batteries. They also re-set the door. Jan will write a note of thanks to them for their assistance. Cindy has the names of three possible repair people for the door.

The October Book Sale raised around \$2000.00 this year which is a record. Linda Britt, vice president of the Friends, did a wonderful job of coordinating the event for the first time.

Cindy talked about building security and that the staff sometimes will discover and remedy situations that might lead to a break-in. Don asked about purchasing inexpensive motion-detector lights for darker areas on the building exterior.

Cindy mentioned that a new annual appeal letter for the Library is needed. David will bring his talents to this task again. Cindy reported that his last appeal letter for the Bookmobile set a record for received contributions.

**New Business** - David met last Monday with the school board and principal of the Miller's Run School to discuss monetary support for the Bookmobile. This meeting gave him the perfect forum to explain fully the many unique and essential services and programs which are offered. He also made it clear that the support goal should be fulfilled within a reasonable length of time. He has four more meetings scheduled with other area school boards in November and will meet with Jen Botzjorns, CSNU Superintendent, in December. Jan wondered what effect, if any, Act 46 might have on our BOW III efforts.

**Other Business** - Don is delving into the CPL policies and procedures and hopes to expand them. He gave the trustees a document from the DOL (Department of Libraries) listing example policies from other Vermont public libraries. Don would like us to evaluate the listed manuals seeking the best to use as the work begins. He found the Middlebury Hsley Library's manual very detailed and complete and suggests it as a jumping-off point for the Cobleigh. Cindy knew the director at the Hsley and said he was skilled in policy creation. Don will bring updates to future meetings for evaluation.

Jan asked about the upcoming conference for Library Trustees and Friends which is scheduled for Saturday, November 12th, in Stowe. Cindy said the registration fee for any interested attendees is covered by the Library.

The next meeting is scheduled for November 28th at 4:30 p.m.

Respectfully submitted,  
Pat Webster