

CPL Trustees Minutes

January 25, 2016 4:30 p.m.

Attending : David Martin, Cindy Karasinski, Don Welch, Lindsay Carpenter, Garet Nelson, Pat Webster

Minutes from 12/14/15 - Motions to approve - Garet, 1st David, 2nd Approved

Treasurer's Report

Tammy Chase will be training Dawn Dwyer in QuickBooks to aid with the Town's shift to that format for the balance sheet.

Don recommended that a total of \$20,040 in interest from investments would be a prudent amount to draw out in monthly increments of \$1,670 for 2016.

The Bookmobile budget will be included in the upcoming Town Report for the first time. Don's report breaks out the restricted and unrestricted monies for clarity's sake. The only adjustment in the budget was Cindy's request for \$1,000 for insurance. In other Bookmobile budget notes Don said that \$5000 from the Windham Foundation has carried over from 2015 and \$5000 will be requested this year. The appeal letter also had a carry-over from 2015 of \$2500 from the Vermont Community Foundation.

Don was wondering how the Friends use the money in their accounts. Cindy said that they are meant primarily for the Bookmobile, but some funds also go to the Library for programming.

Motions to approve - Lindsay, 1st Garet, 2nd Approved

Librarian's Report

Abby Johnson has accepted the Children's Librarian position. She brings varied and essential experience to the job and will be a very welcome addition to the staff. Abby has a few prior commitments to fulfill before she can begin a 40-hour work week. The Board unanimously granted an unpaid leave for the upcoming school vacation to accommodate plans she had already made. Cindy also requested that the April Trustees meeting date be shifted so that she and Abby can attend a conference. The new date will be May 2nd.

David requested that a special note be prepared to thank the staff for "stepping up to the plate" so generously while down one full-time member. Cindy will be coordinating many hours of training for the newest members of the staff. (Sam, the AmeriCorps participant, Elizabeth, and Abby.)

Old Business

There was a lengthy discussion about whether to contact the Manton Foundation once more to ask if monies may be used for other purposes beyond the stated fuel, maintenance, and mileage coverage. Secondly, what shall be done if Manton money is left over should BOW III

run out of funding. On one hand, the suggestion was made that it would be most beneficial to send the letter immediately for the sake of closure. Others thought that it should be postponed while the Board pursues new fundraising initiatives - i.e. a capital campaign, contacting local schools which benefit from Bookmobile programming, etc. In this way there would be a progress report for Manton on the efforts being made to support the Bookmobile program locally. Another opinion questioned whether a letter should be sent at all.

Clarification was requested for more information on the Manton organization and its work as well as a formal time frame for the grant.

The Board tabled the question about the letter until next month's meeting.

New Business

Don said that Dawn Dwyer will bill the Library for the QuickBooks training mentioned in the Treasurer's Report.

There was a discussion of the schedule used for Library staff salary payments and when time-sheets are submitted. It would be ideal if the staff could be paid once a week as Town employees are. Don will investigate.

Other Business

Our next meeting is scheduled for February 22, at 4:30 p.m.

Respectfully submitted,
Pat Webster