

CPL Trustees Minutes

May 2, 2016 4:30 p.m.

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

Minutes from 3/28/16 - Motions to approve - Jan, 1st Don, 2nd Approved

Treasurer's Report - Now that tax season is over it is hoped that Tammy Chase can help Dawn Dwyer with training to shift the Town to the new balance sheet format.

Don also reported that the investments are recovering well after a recent downturn.

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

Librarian's Report - Dennis at the Lyndon Truck Center has not charged the Library for a recent brake job on the Bookmobile that cost over \$600.00. We certainly appreciate this second generous gesture after he did not charge for the towing and repair following the gas line damage in March.

The Bookmobile Coordinator position is still unfilled. Many suggestions were made of other venues for the job advertisement, including the "Chronicle" and "Front Porch Forum." Mid-May seems a logical time to place ads in order to catch the attention of recent college graduates. Jan suggested that local schools might also be a source of interested parties.

David spoke about seeking monetary support for the Bookmobile from local schools like Riverside and Thaddeus Stevens which benefit from the service. Lindsay would like to schedule a meeting in the fall devoted solely to creating targeted strategies for Bookmobile support. David suggested that opening the meeting to a wider audience would be helpful.

New Business - David talked about the idea of a Meet and Greet event for local daycare, preschool, and primary grade teachers. They would meet with Abby in the Children's Room to hear about the array of offered services and would be asked for ideas about how the Library might be most useful to them. Abby is also ready to visit schools to talk about the upcoming summer programs.

Don saw information on a grant from the Children's Literacy Foundation and wondered if the Cobleigh would apply. Cindy has received their support in the past but cannot submit another application for five years.

Bids from four companies have been received in regard to replacing the ineffective air conditioner on the second floor. David suggested that we seek an expert to advise the Board in order to make the best decision among the many options. Don will contact Paul Cornell to see if he might be willing to do this.

Payroll - Some difficulties have arisen between the Town and CPL relating to the shift of the Library employees to a weekly pay schedule and the timing of retroactive raises. To clarify the situation, the Trustees acted on two motions.

David moved - The Library Trustees agree that the CPL staff will be paid weekly, beginning as soon as possible. Pat - 2nd Approved

Lindsay moved - The Library Trustees agree that for fiscal year 2016 Library employees will receive their retroactive pay raises from January 1st to March 26th, 2016. Moving forward, Library staff raises will be in accordance with the Town schedule beginning in April of 2017. Pat - 2nd Approved

Lindsay proposed that she will pull these motions for an e-mail message to Justin Smith. His response will determine if a face-to-face meeting is necessary. Don asked if Cindy would figure the amount for the retroactive pay raises so that it can be included in Lindsay's message.

Cindy said that once she received approval from the Town the one-week pay schedule will begin immediately.

Other Business - Don requested that a formal deposit policy be set in place. At this time, Cindy usually does deposits once a month. After discussion, Don moved that deposits would be made on a two-week schedule or if an amount over \$500.00 is received. DM - 2nd Approved

Don also mentioned that it would be beneficial to set up a procedure to clearly indicate how any federal grants received by the Library are spent down with clear coding for each. He offered to work with Laurie Willey to begin the process.

The next meeting is scheduled for May 23rd, at 4:30 p.m.

Respectfully submitted,
Pat Webster