

**MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD**  
**February 13, 2017**

**Attending:**

Chris Lloyd & Anne Marinello as Co-Chairs and Co-Presidents

Emily Boyd, Laird Bradley, Bill Colson, Ann Debevoise, Peggy Fraser, Karen Gilmour, Gary Horsman, Gennie Lawrence, Chris Lloyd, Ann Sadowsky, Linda Smiddy

Interim Director: David Sullivan

Excused: Ben Ford and Cathy Costello

Note: Quorum was present.

Call to Order at: 5:16 PM

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**January 2017 Minutes**

The minutes of the January 9<sup>th</sup> meeting were approved as written.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve by Gennie Lawrence	Linda Smiddy	Ann Sadowsky	Passed Unanimously

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**Treasurer's Report (by Linda Smiddy)**

- It was noted that the Bridgewater Town Clerk (Nancy Robinson) has been very supportive of the NWPL and very helpful to Linda with respect to resolving the issue with the Fancher Trust.
- Fancher Trust
  - We have submitted an agreement to the court.
  - The court has approved the agreement.
  - There will be a final hearing on February 14<sup>th</sup>.
- GAAP Compliance Issue
  - QuickBooks is not fully compliant with GAAP in terms of accounting for non-profit fund accounting which is what the NWPL requires for its accounting software.
  - There are no known issues with QuickBooks for our bookkeeping.
  - Most QuickBooks issues arise in connection with the accounting financials (The Statement of Financial Position and the Income Statement, to name two).
  - Substantial modifications to QuickBooks entries to take into account our various funds is necessary for GAAP compliance on IRS Form 990.

- TSS can prepare the necessary GAAP compliant documents and Dave will ask them to prepare a quote for doing this.
- Linda will also review the invoice TSS submitted when they prepared these documents for the prior year (they donated the fee for doing this to the library for that year).
- The library endowment is now at \$1,648,229
- A review of the endowment investment structure was conducted with Morgan Stanley.
- A review of the Gala financial reporting was conducted. Gennie Lawrence, Linda Smiddy and Ann Marinello attended. We are satisfied with our Gala financial tracking and reporting.
- Linda Smiddy announced that having served as Treasurer since 2015, she will step down from the position at the end of March.

### **Executive Director's Report (by David Sullivan)**

- Vacation Carry-Over Policy  
Dave Sullivan proposed a new vacation carry-over policy and the board voted on this new proposal.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to accept	Ann Sadowsky	Peggy Fraser	Passed Unanimously

Linda reminded the board that the Library Director has the responsibility of scheduling any and all vacation time.

Peggy stated that the new policy needs to be properly documented.

- Employee Healthcare

Dave will review our employee healthcare policy. He will reach out to Jay Caruso at NFP for advice and expertise.

- Employee Retirement Plan

Dave reviewed with the board the current retirement plan for employees who work a minimum of 20 hours per week. He proposed that we make no changes to the existing policy. The board voted on this proposal.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to accept	Emily Boyd	Ann Debevoise	Passed Unanimously

- Library Hours

Dave presented a plan to extend the hours when the library is open. Tuesday will be extended from 6:00 PM to 8:00 PM. This is the night when many programs are scheduled at the library so the library needs to be staffed during this time anyway.

The plan also includes staying open one additional hour on Saturday from 4:00 PM (current closing time) to 5:00 PM (new closing time).

- VOKAL, The Vermont Koha Project

Dave gave the board an update on Koha. He noted that our late fee fines will be increased due to Green Mountain Library Consortium policy. Dave noted that late fee fines are about \$4,200 per year. Dave will monitor this so that the board will understand the impact the higher fees.

We also discussed whether it would be appropriate to have library patrons make a donation where they pay a fine based on their conscience rather than to pay a fixed amount.

- Membership (non-Woodstock residents) and Donations

Dave raised the issue of library membership for non-residents tied to a donation level. This issue was passed to the Development Committee. They will examine a membership level based on a donation amount.

- Two-Month Summer Program for Children

Dave highlighted the need to provide a special 2-month membership for the summer program for children to support their attendance by lowering the financial burden for families. It is estimated that this will support about 30 children at \$10 per child for a total cost of \$300. The board agreed to support this initiative and was appreciative of Dave bringing this to the board's attention.

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### **Search Committee (by Emily Boyd)**

- The search committee is made up of Emily Boyd, Ann Debevoise, Kathy Beaird, Ron Miller and Anne Marinello and/or Chris Lloyd and Bill Colson.
  - As noted previously, the interim director position has been filled by David Sullivan.
  - Bill Colson has joined the search committee.
  - A draft of the Executive Director job description has been circulated to the board.
  - Candidates will be identified at the March board meeting.
  - Emily expects that the search will not exceed \$3,000.
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### **Development (by Ann Sadowsky)**

- Bobbie Dagger and Ann Sadowsky are working together on business sponsorships.
  - Ann has organized a Business After Hours with the Woodstock Chamber of Commerce for March 8<sup>th</sup>.
  - Gennie asked whether individual businesses might be interested in sponsoring specific events or programs.
  - We will not be applying for a grant from the National Endowment for the Humanities this year but plan to do so in the future. Ann Sadowsky, Ben, Cathy and Dave would form the NWPL team for this effort.
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## **Gala (by Gennie Lawrence)**

- Save the date card have been mailed.
- Invitations will soon be available for proofing.
- The menu will soon be finalized with the Woodstock Inn.
- Ticket pricing will be finalized soon.
- Bobbie Dagger will help with fundraising.
- Financial tracking and reporting has been established in a meeting with Gennie, Linda and Anne Marinello.
- Gary will handle the Giving Tree. Ideas for specific Giving Tree items are:
  - The summer children's membership program (see Interim's Director's Report)
  - Improvements based on findings from the energy audit.
  - New Chairs for Library Programs
  - A modern door counter

We will also consider 2 Giving Trees. One could be set up in the Library early for early donations and one for the night of the event which would be set up at the Woodstock Inn.

## **Other Items**

### **Public Use Policy**

The public use policy will be presented and voted on at the next board meeting.

### **Next Meeting**

March 20<sup>th</sup> at 5:15 PM

### **Vote to Adjourn**

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to adjourn	Laird Bradley	Linda Smiddy	Passed Unanimously

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Respectfully submitted,  
Gary Horsman  
Secretary