

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

January 9, 2017

Attending:

Karen Gilmour, President

Emily Boyd, Bill Colson, Cathy Costello, Ann Debevoise, Ben Ford, Gary Horsman, Gennie Lawrence, Chris Lloyd, Anne Marinello, Ann Sadowsky, Linda Smiddy

Interim Director: David Sullivan

Excused: Peggy Fraser and Laird Bradley

Call to Order at: 5:19 PM

Announcements:

- Dave Sullivan was introduced as the interim director. The Board is honored that he accepted this position and looks forward to working with him.
- Karen announced that she will be stepping down as board president at the end of this meeting. She will remain on the board until the end of her term.

The board expressed its appreciation for her dedication and excellent work for and on behalf of the library. Karen was presented with a gift from the board as a thank you for her tireless service to the library.

November Minutes

We voted to approve the minutes of the November 21st meeting as amended.

Motion	1st	2nd	Vote
Motion to accept as amended.	Linda Smiddy	Ann Sadowsky	Passed Unanimously

Treasurer's Report (by Linda Smiddy)

- Endowment is now at \$1,600,215.
- We continue to work on identifying accounting software that is GAAP compliant. Linda and Dave Sullivan will work on this together. There may be some **Software as a Service (SaaS)** options.

- We reviewed the Petty Cash policy. Dave Sullivan will take the lead on performing a complete review of current practices and draft a procedure for review.
- Linda and Nancy Robinson have been working to prepare a warning for a vote for the tax-payers of Bridgewater. We intend to ask for financial support of \$3,500 from the tax payers of Bridgewater as their library and school are now closed and the NWPL wants to provide library service to the people of Bridgewater. The deadline to submit this warning is January 15th and we need 40 signatures. Note: This was later amended by the executive board to include free library cards for Bridgewater residents if this petition passes at town meeting.
- Up-to-date financial reports are now available and have been distributed by e-mail.

Executive Director's Report (by David Sullivan)

- Dave Sullivan has introduced having two articles per month submitted to the Vermont Standard. Kudos for the first two: the first by Dave, the second by Kathy Beaird.
- Training on the new catalog system will be at the NWPL January 23rd-25th.
- This will give the library staff 1 month to practice with the new system before it goes live on February 27th. Note that with the new system that late fees will be increased. Late fees are built into the system. All libraries that use this system must apply the same fees. New library cards will be issued to correspond with the new system. A new late fee policy which will be part of this the new system is being developed.
- Dave is now working on the annual report which must be submitted to the state by January 20th and Michael has prepared the Town report for the annual Town Meeting.

Search Committee (by Emily Boyd)

- The interim director position has been filled by David Sullivan.
- The search committee is made up by: Emily Boyd, Ann Debevoise, Kathy Beaird Ron Miller and Anne Marinello and/or Chris Lloyd.
- Emily expect that the search will not exceed \$3,000.

Development (by Ann Sadowsky)

- All letters for the annual appeal have been mailed. A big "thank you" to everyone involved.
 - Contributions to date are ahead of last year by 17%.
 - We will submit a grant for an energy audit of the building.
 - We are also working on another foundation grant.
 - We are also considering whether to apply for a grant from the National Endowment for the Humanities. Please note that to apply for such grants relates to the issue of being able to state that our financial reports are GAAP compliant.
 - There have been some anonymous contributions which are non-monetary which are none-the-less valuable to the library.
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Gala (by Gennie Lawrence)

- A kick-off meeting was held in December.
- Gary will be responsible for the giving tree.
- The “save the date” letters will be sent out in January.
- The save-the-date list will be matched with the invitation list.
- Mimi Baird will be the speaker
- Some of the PR will be handled by John Mathews
- Bobbie Dagger will help secure business donors. Five businesses have made pledges.
- Michael is negotiating with the Inn on menus and pricing.

New Business

The board held an executive session.

Upon conclusion of the executive session the board vote to approve Anne Marinello Chris Lloyd as Co-President/Vice President. A review of the bylaw allows this structure.

Motion	1st	2nd	Vote
Motion to have Chris and Anne to hold the positions of Co-Presidents/Vice President.	Emily Boyd	Cathy Costello	Passed Unanimously

Chris Lloyd will resign from the Nominating Committee.

Ann Debevoise will be the Chair of the Nominating Committee

Next Board Meeting

February 13th at 5:15 PM

Respectfully submitted,
Gary Horsman
Secretary