

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD
October 17, 2016

Attending:

Karen Gilmour, President; Emily Boyd, Ann Debevoise, Peggy Fraser,
Gary Horsman, Chris Lloyd, Anne Marinello

Ex officio: Amy Sadkin, Executive Director

Excused: Geni Lawrence, Linda Smiddy, Ann Sadowsky
Absent: Catherine Costello, Jennifer Falvey, Ben Ford, Andy Caffrey

Announcements:

- Please notify Karen if you will not be able to attend the board meeting. We need to have quorum for any voting and it would be good to know in advance if we will have any issues reaching a quorum for any voting items. Plus, though we count on your participation it is always better to notify so that you are excused rather than absent.
 - Jennifer Falvey submitted her resignation which was accepted.
 - The annual Corporators' meeting will be held in the Childrens' Library.
 - Andy Caffery's term is up and he will be leaving the board.
 - Karen read three acknowledgement of service statements for Courtney, Jennifer and Andy which will be read at the Annual Corporator's Meeting. No modifications were suggested by the board and all approved of the statements.
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Small Garden Vote

Peggy presented a plan for a small garden / outdoor reading area to be created by The Friends of NWPL which will be a donation by The Friends of NWPL.

Motion	1st	2nd	Vote
Motion to accept the plan as presented.	Ann Debevoise	Emily Boyd	Passed Unanimously

The proposal presented by Peggy is attached.

September Minutes

One small change was agreed to. Amy noted that the Catamount Program is set to start on February 27th (not on February 1st).

Motion	1st	2nd	Vote
Motion to accept as amended.	?	?	Passed Unanimously

Appropriations from The Town

Amy will talk with Ann Marie Boyd to define exactly how distribution from The Town will be handled (amounts and schedule).

Treasurer's Report

Motion	1st	2nd	Vote
Motion to table until November meeting.	Chris Lloyd	Anne Marinello	Passed Unanimously

Executive Director's Report:

- The library is now half way through the bar coding project (about 25K items)
- Catamount database transfer now scheduled it is expected to be live on February 27, 2017.
- Carpet cleaning went well. We should schedule and budget for a carpet cleaning once per year.
- We placed 4 RFQs for the front steps. As of the meeting date (Oct. 17th) only one had been returned to us.
- Amy suggested that we need to devote some attention to developing the Building and Grounds Committee. There are a number of issues (carpeting, front steps, front door air handling) and we need to address them properly. We need to define a new Building & Grounds Chairperson and to support this committee.
- Amy proposed making a donation to the Food Shelf based on late return book fines for the month of December. We collect about \$300 per month in overdue book fines. We voted on this item.

Motion	1st	2nd	Vote
Motion to make a donation to the Food Shelf equal to the amount of overdue book fines we collect for the month of December.	Emily Boyd	Ann Debevoise	Passed Unanimously

Gala Committee Report:

Anne Marinello reported.

- The date of April 30th is set for the 2017 Gala.
- We are still working on locking in the speaker.
- Bobbi Dagger will help with Corporate Donors/Sponsors.
- We debated whether we would have a Giving Tree or a Silent Auction. Arguments were made for each and a final decision will be made our next meeting.
- We have list of 500+ names on our Gala mailing list. This list will be reviewed and updated for the 2017 Gala announcements and notifications.

Development Report:

Chris Lloyd reported.

William Colson has agreed to be a library trustee. He will be introduced at the Corporator's Meeting on October 20th.

Laird Bradley has been approached to be a Trustee and if he accepts then he will be introduced at the Corporator's Meeting on October 20th – decision imminent.

Paul Ramsey was approached as well to be a Trustee – decision pending.

Library Rentals:

Tabled to the November meeting.

Executive Session

The Board went into Executive Session at 6:45.

Respectfully submitted,
Gary Horsman
Secretary