

NWPL Board of Trustees

Minutes of Meeting 4/13/15

Present: Jennifer Belton, Emily Boyd, Ann Debevoise, Peggy Fraser, Karen Gilmour, Garfield Goodrum (via video conference), Gary Horsman, Gennie Lawrence, Chris Lloyd, Courtney Lowe, Ann Marinello, Ann Sadowsky,

Absent: Andy Caffrey, Jennifer Falvey, Sarah Roberts,

The meeting was called to order at 5:23 by Karen who opened with a brief review of the 3-day Planning Event, referring to it “... not as a moment in time, but an ongoing movement”. Many Board members attended and importantly many others providing a good cross section of the community. At the next Board meeting there will be a discussion of committees formed and their mandates/work. Cited priorities include fund-raising and stewardship of monies and the physical plant.

Garfield initiated discussion of Library finances, specifically the Profit and Loss statement dated 7/2014 through 2/2015. Highlighted items were:

Intro of new bookkeeper Jane Blanchard and reformatting of budgets.

On Income – Corrected status of Town appropriation.

Appeal which reads as \$17,000. over budget.

Note that Gala monies are still coming in.

Used book sales *very* good.

No change in Trustee fund-raising.

No draw down from Endowment Reserve Fund to date.

Total income - \$329,929. through end of Feb.

General comments – Numbers will be updated and Gala broken out.

An additional \$27,000. income expected since Feb. report (incl. large \$25,000. donation).

Spring appeal not yet started.

On Expenses – Administrative expenses are \$18,000. below budget.

Vendor for Accounting Review may be changed.

Info Tech is down \$12,000. thanks to volunteer work.

Gala expenses still coming in.

Info Sources expenditure too low due to timing and other work for staff . Last year’s “spending freeze” limited this category.

(Item 5900) Personnel expenses should not exceed budget; recent increases will be covered by other savings (on website work, etc.).

(Item 5940) Ann S. questioned the workman's comp amount; Garfield responded (referencing Item 6500) we are using a "traditional" system that isn't all-inclusive, but can change the format.

Ann D. said restoration of health insurance for employees should be a priority as financial situation becomes more viable.

(Item 6100) property expenses are at approximately ½ budgeted amount; Jen is including management of the cleaning service. Oil costs will be high.

(Item 6400) Maintenance and Repairs are 1/3rd. below budget.

Discussion of the P&L Statement was concluded.

Garfield asked for reactions to the Morgan, Stanley presentation. It was deemed generally good with questions asked, answered. Some comments were to the length and "sales pitch" tone with Garfield responding they may have been a bit defensive based on NWPL's recent history with other firms.

Garfield stated the budget process is ongoing with staff input and the audit piece is being worked on.

Discussion of financial matters was concluded.

The minutes of the last meeting were unanimously accepted following a motion by Chris and a second by Ann S.

Ann D. gave a Nominating Committee report: Linda Smiddy who has offered to serve was unanimously welcomed following nomination by Ann and a second by Peggy.

Chris gave a Development/Fundraising report: We are at \$93,000. (without the \$10,000. expected gift); Trustees will follow up with possible business sponsors for the Gala and names were assigned to Board members present; Jackson House is "on board" with a letter to restaurateurs; the spring mailing will go out in May with hopes that matching grants will be made available from the Board and others.

Gennie gave a Venue Initiative report: Forms have been sent for discussion and review to Chris and Emily who volunteered to work on this; as soon as the Gala work is over Gennie will work with Michael to develop a database for promotion and on the pertinent web page.

Karen and Jen commented on the Planning session and efforts: Jen read the statement that came out of the sessions with Cavas, Bob and Marsha. The current document is a framework for a strategic plan; it is important to “control the message” that is put out for the public to accurately represent the process and progress; it was an inspirational message; three main goals were defined: establishing the Library as the community’s “third place”, keeping up with/ahead of technology; improving fundraising and fiscal responsibility.

Miscellaneous:

Wine donations being sought for the Gala; Garfield offered if necessary.

Hors d’oeuvres requested from Board members – 2 doz. each – for the Gala.

Jarvis is offering a singer at the Library for a wine & cheese at \$30.00/person.

The Children’s Library has received a donation of a new TV, and Countryman Press has contributed various furnishings.

The next meeting will include discussion of committee structure and the new sign with Don Olson.

The meeting was adjourned at 7:30PM.

Respectfully submitted,
Gennie Lawrence

