

NORMAN WILLIAMS PUBLIC LIBRARY  
MINUTES of the BOARD OF TRUSTEES - February 23, 2015

PRESENT: Emily Boyd, Ann Debevoise, Peggy Fraser, Garfield Goodrum, Anne Marinello, Ann Sadowsky, Chris Lloyd, Jenni Falvey, Gary Horsman, Andy Caffrey, Sarah Roberts, Karen Gilmour, Jennifer Belton, Librarian.

EXCUSED: Courtney Lowe

Karen called the meeting to order at 5:30 and made ANNOUNCEMENTS:

1. Agendas will go out a week ahead, to review and edit if needed.
2. Hopes to keep meetings to 1 hour, if at all possible.
3. Introduced Emily Boyd, our Town Representative, and welcomed her.
4. Circulated the Committee List, everyone is to sign up for two committees.

MINUTES: approved with no corrections [AD/AM]

TREASURER'S REPORT: Garfield

1. Checking account stands at \$60,000, which is good for moving forward.
2. Warned that board still needs to raise an additional \$54,000 to keep from dipping into the Reserve Fund before year end. This means over and above proceeds from the Gala.
3. March 16 meeting will host Legacy Advisors from Morgan Stanley
  - a. Will circulate their monthly statement before meeting to all.
  - b. Bring questions, want to be able to show board is open and aware of process
  - c. Will also have similar presentation for Corporator's at next gathering
  - d. Need to destroy the perception that NWPL "does not need to fund raise!"
  - e. Articles announcing open meeting at that time in STANDARD should welcome public as well; write up something in Letter to the Editor.
  - f. As MINUTES are on website, should be prepared also for visitors to next meeting
4. GH suggested having some edited financials on website, in "prezzi" format. GG felt we don't want to risk being misleading, might rather consider P&L and/or Balance Sheet
  - a. Report to Town (at Town Meeting) tracks to correct financials
  - b. Put up statement on website that "financials are available to be viewed..."
5. Investments are on track
  - a. Fees at Legacy came up, and may be able to negotiate from 1% at end of three year period. They give back in terms of buying tickets to NWPL events, sponsorships, donations, own events for our patrons, etc. They also pay their own money managers.
  - b. Feel they are geared to "balanced approach" needed by non-profits
6. GH asked about Audits, whether required or not. GG replied that we are audited on a semi-regular basis, as full audit is not necessary, except in special circumstances. We get annual "review" which is sufficient from JMM. We have adopted their recommended financial controls.

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COMMITTEE REPORTS: [asking everyone to sign up on list for two]

1. INVESTMENT – no report
2. DEVELOPMENT AND FUNDRAISING – Ann announced the figures for the following: Annual Appeal raised \$83,356, which was well over the budgeted \$50,000; the Raffle raised \$1,085; the Auction contributed another \$5,800; The Ten performance at Belisle’s raised an additional \$600.
  - a. Plans for the Gala are underway. First meeting with committee has been held. Goal is to raise \$30,000 net.
  - b. Board members are to gather a table, preferably of newer people (8-10); as “host” to help by bringing appetizer to Pre-Party at NWPL 5:00 before event; at tables, tell everyone about the “wish list” and work to see if there could be a table commitment; lastly, help to “sell” the orchid centerpiece.
  - c. Jenni needs bartenders for the Pre-Party. Andy Caffrey volunteered. Speak to Jenni. Bob Belisle was also suggested.
  - d. Gary H. is working with Bobbi Dagger on the Sponsor letters to Business community; Sarah mentioned the specialized restaurant appeal which would bring in a percentage of a specific night’s tab from participating restaurant...and NWPL would promote it as something like “Wine and Dine for the Library” or similar....need ideas. Group will develop “talking points” for solicitations.
3. LANDSCAPE – Peggy has gotten a bid for garden maintenance from Suzy Hickey for \$250 for three visits during season. It is not in budget. Suggestion that we raise that for this year and ask Garden Club to help fund in the future as part of their Community Donations.
  - a. Expecting new tree installation from 2014 Garden Club gift.
4. BUILDING – Jen said that custodial issues are always looming and Dave and Michael are dividing up building areas to watch out for and anticipate maintenance.

AS ANN D. HAD TO LEAVE EARLY, THE BOARD BROKE INTO EXECUTIVE SESSION TO DISCUSS COMPENSATION ISSUES: the board voted to give Jen the discretion to use \$14,000 to raise salaries as she saw fit. This will be readdressed before year end.

OTHER BUSINESS:

1. NWPL Policy regarding CONDUCT
  - a. Suggested moving “smoking prohibition” up to position #1.
  - b. Moved by Chris Lloyd/Ann Sadowsky, and approved.
2. NWPL Policy regarding CHILDREN
  - a. Moved by Sarah Roberts/Andy Caffrey, and approved.
3. NWPL Policy regarding INTERNET
  - a. Gary Horsman had some suggested language to protect NWPL and make more clear, which he submitted.

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- b. Item was tabled until it could be inserted and read by everyone. Sarah will submit to the board for internet approval, and we will authorize the vote at the next meeting.
4. Peggy announced Piano Duet Concert benefitting Friends at NWPL Mezz on March 7. Sherry Belisle is organizing. Come and bring a friend.

LIBRARIAN'S REPORT: Jen Belton

1. Jen demonstrated the new website that Dave Sullivan, Gary Horsman and Wendy Spector have been diligently working on for several weeks. Format is much more current and interactive. Asked Board to help finish the update of Bios and Photos.
  - a. Jenni will bring camera to next meeting.
  - b. Everyone should submit 3-4 sentences for their bios. Dave will send around samples.
  - c. \$600 grant from VT State Library Assn. helped pay Rob Fish who is providing links for use on the site.
2. Town Meeting is Saturday, Feb. 28, with voting on Tuesday, March 3. Jen will present at about 1 p.m. Come if you can.
3. Present NWPL Strategic Plan runs through fiscal 2015, and we should begin to prepare for next iteration. Jen is inviting some consulting help from some friends to work pro bono with the board.
  - a. 2 day workshop will be held at end of March.
  - b. Will need community input, please suggest names. Phyllis Arata-Meyers was suggested.
4. New sign (see attachment in Jan. Minutes) partially funded by Woodstock Inn will be welcome addition for NWPL visibility. Hanging boards allow for more flexible use and can help announce events. Courtney will help gather matching funds to pay for the sign.

Move to Adjourn was accepted. [AC/JF]

Respectfully submitted,

Sarah Roberts, Secretary