

NORMAN WILLIAMS PUBLIC LIBRARY – BOARD MINUTES, Jan. 21, 2015

PRESENT: Jack McGuire, Garfield Goodrum, Peggy Frazer, Jen Falvey, Karen Gilmour, Anne Marinello, Chris Lloyd, Ann Debevoise, Courtney Lowe, Gary Horsman, Sarah Roberts, Jen Belton, Librarian.

EXCUSED: Andy Caffrey, Ann Sadowsky

ANNOUNCEMENTS: Jack

1. Board changes, due to his departure from the Board effective, Feb. 1, 2015
  - a. Will be available to consult with new President.
  - b. Karen Gilmour has indicated interest and would serve at least until June 2015, and, with Board's approval could continue to full term.
  - c. Suggested that regular Executive Committee meetings would be helpful in making transition.
  - d. Karen Gilmour was elected President of the Board by unanimous vote.
2. Other changes to Board
  - a. Chris will join the Investment Committee. Next meeting, will present committee list for all members to choose their committee placement.
  - b. Town Rep to the Board will be chosen shortly, both Emily Boyd and Wendy Specter have shown interest.
  - c. Nominating Committee might explore both names for regular board membership, as board is only 13 at present, and that is before Jack's departure.
  - d. Reminded Nominating that we should also consider expertise and needs for same when proposing new names.
3. Election of new Officer will require new bank resolutions.
  - a. Resolution to remove Frank Romano and Jack McGuire from bank record and instate Karen Gilmour, as President was made
  - b. AD/ AM, passed unanimously

MINUTES: Sarah

1. October Minutes were accepted with no changes. PF/JMcG
2. November meeting had no quorum, so no minutes
3. December meeting was cancelled because of security concern related to a public vigil on the anniversary of the NewTown CT shootings. Some questionable emails had been sent to NWPL, so Jen phoned Chief Blish and Jack. No problem resulted, but wanted to be cautious.
  - a. Chief Blish in the meantime has spoken with NWPL staff about security.
  - b. Codewords will be used to indicate concern levels, and a policy outlining actions will be developed.
  - c. AM mentioned that WES has such a program and Jen will check with them.

TREASURER'S REPORT: Garfield

1. Highlights of Financials: Cash at Mascoma is \$84,464; Reserve Fund is at \$1,539,589, which is up \$269,000 over the past two years, a rate of return of 8.7%.
2. Six month budget review is completed, and we are on track with projected results, with the caveat that there remains a “delta” of \$50,000 + of donations that is still not clearly funded. If this can be raised, then there will be no need to take our distribution from our invested funds. If not, then it will have to be used for Operating Expenses that are projected.
3. Investment Committee met with Legacy Group from Morgan Stanley to get progress report. We are at the end of their first three year cycle with NWPL and if we are to make some redistribution of our investments, it might be at the end of this cycle.
  - a. Eric Werner will attend March 16, 2015 board meeting to go over the results and explain their strategies. Good time for Q and A about costs, transparency, allocation of investments which is presently 75% equities:25% fixed income.
  - b. Garfield said that NWPL is concerned that we are totally transparent with our investment results, to the Corporators and to our community.
4. Salary and Staff compensation issues/changes will be addressed in February.

**LIBRARIAN'S REPORT:** Jen Belton (see attachment for entire report)

1. Petitions have been submitted and are signatures are all approved
  - a. Continue to want to try to get Trustees>Selectmen to include special petition into line item. Working toward this goal.
  - b. Will have photos at our Town Meeting presentation – kidding shoveling snow, attendance at Programs, etc.
2. Staff changes: Keri Rosenthal will replace Heidi White doing Marketing/Programming.
  - a. Need volunteers in a variety of areas
  - b. Gary Horsman is working on Website, as is Wendy Specter. Need to develop some grant funding for this, if possible
3. Highlights of stats: 3,342 patrons; of our 53,000 items, as many children/youth items circulate as adult materials....1,700 of each/3,500 in total, including AV.
4. Jen presented 3 Policies which will be discussed at February meeting.

**COMMITTEE REPORTS:**

1. FUNDRAISING: Chris
  - a. Chris encouraged all board to make their contributions to the Annual Appeal, important when reporting internal support to grantors – it is the participation rate, not the amount that is critical in measuring support. So far, only 8 board members have given.
  - b. Annual Appeal gifts to date, including other gifts: 197 gifts total over \$68,000, which puts us over our goal.

- c. Spring Appeal will go out to non-residents and those who have not yet given. Looking for a person to give a “challenge” amount, which has been a successful strategy in the past. Please be in touch with Christ if have ideas.
  - d. \$5,000 unexpected, unrestricted donation arrived today!
2. Gala: Jen
    - a. Michael Ricci and Office are trying hand at organizing this year, but will need support as date gets closer. Board and past Gala committee members encouraged to support and participate.
    - b. Cartoonist, Harry Bliss will be our speaker. Pre-Party will start ½ hour earlier, at 5 p.m. to take pressure off seating of guests at Inn.
    - c. Date: Sunday, May 3, 2015
    - d. Board expected to support with invitations to guests and gathering of tables; bringing appetizers to pre-party.
  3. BUILDINGS & GROUNDS: Peggy
    - a. Written report of activity attached
    - b. Discussion postponed to future meeting

#### OTHER BUSINESS:

1. Peggy encouraged board members to become members of FRIENDS of NWPL, as well. New annual Membership fee is \$20/year. FRIENDS raised money from Fall Raffle and used \$350 to purchase new board games for the Children’s Library, which have already been used. FRIENDS is a separate non-profit organization that helps raise awareness and support for NWPL.
2. Woodstock Inn has donated \$1,250 towards new signage for NWPL, which has already been presented to Design Review board. They would like to share the cost of the full purchase with another organization. The plans for the sign will be presented at our next meeting.
3. President’s Weekend is again in conflict with our meeting date: The next meeting will be February 23, 2015.

Jack thanked everyone for their support during his time on the Board. He received a rousing hand of applause, and the meeting was adjourned.

Respectfully submitted,

Sarah Roberts, Secretary