

MINUTES  
NORMAN WILLIAMS PUBLIC LIBRARY BOARD OF TRUSTEES  
Meeting of July 21, 2014

Attending: Jack McGuire, President; Bobbi Dagger, Ann Debevoise, Peggy Fraser, Garfield Goodrum (by Skype teleconference) Gennie Lawrence, Courtney Lowe, Anne Marinello, Ann Sadowsky, Jennifer Belton, ex officio

Jack McGuire called the meeting to order at 5:15.

New open meeting rules were discussed. Jennifer Belton assured us that the meeting was publicized 5 days prior to its occurrence. The minutes of the meeting need to be made public in a timely manner, and Anne Marinello noted that they need Board approval first. The agenda is fairly routine—minutes, treasurer's report, report of the Executive Director, any other committee reports that are relevant.

The minutes of the meetings from March through June were approved. Anne Marinello moved; Bobbi Dagger seconded.

Jack McGuire gave an overview of our financial situation. The library budget for 2013/14 was approved for \$451,000; our revenue for that period was approximately \$584,000. He thanked the members of the Development Committee for their hard work, also Michael Ricci and, of course, Jennifer Belton.

Jennifer Belton noted that the staff was working well together and are enthusiastic about the library. They need to get credit for any success we have in Development. Also, we are seeing more donors who have not been specifically cultivated by Development Staff donating to the library.

Jack continued with his overview—Library expenses were budgeted at \$451,000, but came in at \$433,000 due to staff changes and health care funding changes. Not as much was spent on books as was needed. That needs to be corrected.

We took no money from the endowment this year, but we need to consider how much of the overage we should place back in endowment. Ann Sadowsky suggested that it be placed in a Board-restricted reserve rather than endowment, as endowment was a specific term with legal implications as to how much can be withdrawn. Jack McGuire felt that it would be too expensive to start another fund.

Our budget for next year will be the same as last--\$451,000. We will be looking for two new part-time staff members.

Ann Debevoise gave an update on the Nominating Committee. So far, we have three new people who welcome the opportunity of becoming members: Jennifer Falvey, Karen Gilmour and Gary Horsman. We are looking for 5 new members. Jack says that the trend is to smaller boards, and he thinks that we should look at our numbers soon into the New Year.

Jack has agreed to stay as President until the 1<sup>st</sup> of 2015, but he would prefer if we found a new president by the annual meeting in September. Both Jack and T Belisle, the vice-president will be leaving at the same time. Ann Debevoise asked Jack if he would write a job description for the presidency of the board. Ann asked all of the Board to try to think of a miracle person to assume the presidency.

Gennie Lawrence asked about the Corporators and whether we had a correct list. Ann Sadowsky said that she thought so, but would be pleased to get together with Jeannie to call current list to see if they were still interested. Garfield suggested targeting younger people for Corporators. The difficulties of getting young parents to meetings was noted and babysitters suggested. Jack suggested considering a student trustee.

Jennifer reported that last week Opera North presented selections for *Street Scene*, which was well-attended. Next week, Scott Davison, a naturalist, will take a group up Mt. Tom beginning at 5:30 a.m.

With Mac continuing to work full time as a volunteer for book sales, we are about to launch our Vintage and Rare book sale at Bookstock next week. The loads of books are sorted and priced and will be transported to the tent on The Green on Thursday. The library will host numerous programs for Bookstock and the entire staff will be devoted to the book sales from Thursday through next Monday. Also regarding Bookstock, Jen noted the amount of time that Eric Wegner spends putting up the library tent and taking it down each year for various events is substantial. He has done it for Bookstock for the past few years and for the Garden Club at their annual sale. It was suggested that a letter be written to the Vermont Standard publicly thanking him. Peggy Fraser will write it.

Regarding staff, we have two young volunteers will be helping in the Children's Room this summer. Changes are being evaluated in book cataloging and processing areas and Jen is

looking for someone to help with programs, which will give her more time to cultivate possible donors. Jen noted that St. James Church will be using the library mezzanine for services during their renovation. They will also use the library for the various Church committee meetings. They are being charged only for expenses.

Peggy Fraser reported on the landscaping. Last year's grant funds from the Woodstock Garden Club have been used to create a children's garden on the east side of the library. Suzy Hickey, a local landscaper, created the garden but charged only for the wholesale price of the plants. Either a letter will be written to the Vermont Standard thanking Suzy or an announcement will be made at the Annual Meeting regarding her special volunteerism.

A new grant request is being written to the Woodstock Garden Club for funds to provide a honey locust tree for the front of the library.

Peggy Fraser also talked about the effort to build a "Friends of the Library" group. She asked that each Board member become a member of Friends. They are considering sponsoring a concert by Sherry Belisle. Peggy was reminded not to confuse Friends with the Development Committee. Everything needs to come before Development before being Okayed.

The Development Committee needs to pull together a committee to work on the online auction and the close of the book raffle. Ann Sadowsky suggested that we aim for early October for that event, since we have Bookstock at the end of this month and the Legacy Society event on September 19.

Other Business: Jack noted that two picnic tables are being made for the front of the library as part of the Naked Table event with Charles Shackleton.

Jack suggested that we have some sort of recognition for significant donors to the library.

**The next meeting of the Board of Trustees will be Monday, August 25 at 5:15 at the library.**

**The Annual Meeting will be held at 5:30 on Monday, September 29.**