

NORMAN WILLIAM PUBLIC LIBRARY  
TRUSTEE MEETING MINUTES: May 18, 2015

PRESENT: Linda Smiddy, Emily Boyd, Ann Sadowsky, Peggy Fraser, Gennie Lawrence, Anne Marinello, Ann Debevoise, Jenni Falvey, Garfield Goodrum, Courtney Lowe, Sarah Roberts, Karen Gilmour, Jen Belton.

EXCUSED: Andy Caffrey VISITORS: Travis Halstrom, Rick Fiske, Wendy Spector, Don Olson.

Karen opened the meeting at 5:20 pm and welcomed new board member, Linda Smiddy. She also welcomed the team who will be guiding the work on the strategic planning process called the "Roadmap:" Rick F., Travis H., and Wendy S.

MINUTES: The Minutes of the April meeting were approved with corrections.  
[AS/EB]

NWPL SIGNAGE: Don Olson, Jen's consultant for building and landscape needs, discussed the proposed new sign, which is to be paid for by a contribution from the Woodstock Inn (arranged by board member, Courtney Lowe) and donations made at the Gala. The sign, the chosen gray color, and the location on the right side of the front lawn have already received approval from Woodstock's design review committee. It will be made locally in Hartland VT.

Motion to approve the sign was moved and approved. [GL/AM]

TREASURER'S REPORT:

Garfield began his report by discussing the newly hired bookkeeper, Jane, who has already proven her worth by discovering that the ERISA payments for the retirement plan were not being filed. This resulted in a fine to NWPL, but that has been paid and the payments are now being correctly filed for the future. NWPL received help in this process from Tyler, Sims & St. Sevre, a local CPA firm. Garfield suggested them, and the staff is interviewing them and others to replace JMM, located in northern VT, who have been our accountants for years. IN a previous meeting, Ann Debevoise suggested vendors be reviewed every three years, so the staff is searching for at least 3 possible replacements to interview. These annual statements have been quite expensive, and it is hoped that we can reduce costs and use "reviews" rather than an annual "audit," if that is permissible. The Balance Sheets and P&L reports have included account titles that were established years before Garfield and the present staff joined the Board and began with the Library. Some of the Board members would like these account titles changed. The staff hopes to work with Jane and a newly established Finance Committee and Garfield to change the account titles. Also, Garfield has received some feedback from the visit by the Legacy Advisors visit to the board meeting regarding the Library's endowment that there was some uncertainty remaining. He will work to have a separate meeting with the Board's Investment Committee for those that have remaining questions. The Board can then consider asking the Legacy Advisors back for another meeting, if there are more questions.

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As to the documents that the board receives each month, Garfield indicated that the P&L (profit and loss) Statement is useful as a tax accounting document for preparation of our 990, not as a financial management tool..

1. Presently, after the income from the Gala is final, it appears to the Board that the delta between funds raised and funds needed is reduced to \$11,664, as NWPL has in our cash account \$110,000 for salaries and expenses. It is too soon to know that this is completely accurate, but it appears that we might finish this fiscal year without needing to use our allotment from the Invested Funds at Morgan Stanley.
2. The Treasurer's was accepted. [CL/LS]

**LIBRARIAN'S REPORT:**

Jen will submit a detailed report to be circulated with the Minutes. She noted that the new Youth Advisory Council, has begun to help direct programs, policy and collections, and plan movies in the Childrens' Library. They are so enthusiastic that they have already planned to meet twice a month, rather than the proposed monthly meeting!

She also drew everyone's attention to the newly installed show of textile works, which will be on the Mezzanine throughout the month.

**STRATEGIC PLANNING REPORT: "Reimagine, Rethink, Reinvest in the Library: a roadMAP [JB]**

1. The three day-retreat at the Woodstock Inn brought in varied representatives of our community, our board, and three volunteer leaders, with nearly 60 people participating during the event.
2. The community input and energy was amazing. The attached document is the resulting "start" to direct the smaller group toward our goal.
3. Jen then led the board through the document, with comments from RF, TH, and WS.

**Resulting comments, discussion and decisions:**

1. AM praised the work so far and suggested that we start by approving the work so far. Moved and passed by the board [GL/JF]
2. Suggested that we set aside a portion of each subsequent meeting to work through the items, forming "teams" of board plus community to continuously refine and implement the document.
3. Visit local and regional libraries to see alternative ideas in action, starting soon.
4. Gain confidence of the community by reporting back on our progress at each step along the way, which will help develop a strong case statement for funding.
5. Thinking BIG is OK!

**NEW BUSINESS:**

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1. Karen brought up concerns about communication with the public – want to have a strong review process and “brand” our communications, whether from the board or from NWPL.
  - a. All items to have NWPL logo
  - b. All external publication materials (i.e. letters and emails from the board) should be reviewed by the Exec. Committee two days before being sent.
  - c. Be careful to REPLY only to individuals, rather to entire board. We have too many emails going to everyone unnecessarily and many are getting overloaded.
  - d. To place an item/report on the AGENDA, please go through either your committee chair or contact PRESIDENT/SECRETARY a week before the meeting. In turn, the Exec. Committee will try to have all materials in your hands for review well before the meeting date.
  
2. FRIENDS OF NWPL, thru Peggy, announced that they made donations this past year of over \$1,400 to NWPL. If anyone within the library or the board has a request for funding from FRIENDS, they should make that request in writing. Next meeting is May 28 at 5 p.m.

OLD BUSINESS:

1. COMMITTEES:

- a. Request for committee assignments/signups have caused Exec. Comm. to read the ByLaws and realize that we have not been in compliance with the instructions.
- b. Three “standing committees” are outlined; all other committees are established by the board, with a trustee as chair. Can have non-board participants. President appoints members to each committee. Please let Karen know your preferences.
- c. So far, suggested committees are: Building, Landscape, Development; Corporator/Volunteer Relations; Grants.
- d. Courtney suggested working in “teams” related to the Roadmap just presented. SPACE would include Building/Grounds; MARKETING would include Communications/Corporators, for example. Board supported idea which needs further refining.
- e. Linda Smiddy, a lawyer, also said we should review ByLaws to be sure they align with the new Non-Profit Statute. She offered to research this.

3. DEVELOPMENT:

- a. Spring Appeal will go out next month, reaches those not yet giving and second home owners.
- b. AGM is planned for Sept. 17, 2015 at 5 p.m.....save the date.
- c. Will have Corporators’ meeting in the summer.
- d. Working on Database, trying the merge Patrons with Donors so all included on fundraising lists.

Meeting adjourned at 7:30 p.m.

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Respectfully submitted,  
Sarah Roberts, Secretary