

NORMAN WILLIAMS PUBLIC LIBRARY
Minutes, Board of Trustees Meeting – July 20, 2015

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

EXCUSED: Andy Caffrey

CALL TO ORDER: Karen called meeting to order at 5:15 p.m.

1. Recapped Retreat and thanked Ann D. for the use of her lovely home. Peggy seconded and thanked Karen for the lunch arrangements.
2. Karen recognized both Jen Belton and Dave Sullivan who prepared the budget.

MINUTES:

1. Minutes corrected to delete reference to an included powerpoint presentation.
2. Jen's monthly Report will be amended to the Minutes package. Librarian's Report will be posted with Minutes on our Website.
3. Minutes were approved with corrections [CL/LS]

LIBRARIAN'S REPORT: [complete report attached/highlights here]

1. Jen and small group visited author of BIBLIOTECH, John Palfrey, at Amherst, and they spoke about our Strategic Plan and its implementation.
2. "New Books for Newborns" is being implemented in Children's Room.
3. Summer Reading in Children's Library has 119 children and youth signed up.
4. New sign is to be put in very shortly and will enhance the NWPL presence on the Green.
5. Chris Miller will join the Roadmap "team" and will work on the SPACE section. A case statement and brochure are in the works.

TREASURER'S REPORT:

1. Investment Committee will be meeting before Annual Meeting.
2. 2015/16 budget will contain new sub accounts in "trustee fund raising accounts" to further clarify the level of success of various fundraising activities.
3. Also to start with new fiscal year: each event organizer will maintain individual event budget and bookkeeping, turning in final results to NWPL bookkeeper at the end; better and more descriptive account titles.
4. Financial review requirements have been completed and have budgeted \$7,000 FY 15-16. Also implementing improved cash control review procedures.
5. Interviewing CPA firms, as is customarily done on a periodic basis. New firm will conduct a formal, financial review. New bookkeeper, Jane Blanchard, is very efficient.

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6. Dave Sullivan has been tasked to review Insurance coverage. Presently he is collecting names of other agency providers and amount of coverage required. Want to be sure that Liability coverage is sufficient.
7. Staff Job Descriptions, for those who have a role in these budget decisions, should be sure to be noted.
8. Garfield reminded trustees of the board role in the budget process: Staff and Director develop the new budget; it is then presented to the Board for review; finally, submitted for approval by the Corporators.

BUDGET DISCUSSION/ACTION:

1. Jen and Dave presented the proposed Budget for 2015/16, as well as gave background information about the book selection process and Informational Services.
2. Motion was made and passed, concerning greater clarity regarding additional Trustee Fundraising Accounts, for Annual Appeal, Gala, and other event-related fundraising. [Ann Sadowsky/Anne Marinello]
3. Plan to review and revise the Employment Handbook , if needed.
4. Discussed Retirement Plan options, which will be reviewed at future meetings.
5. Bookkeeper has identified areas of potential savings.
6. Repair budget of \$1,000/month has been set aside in this budget.
7. The Budget was accepted with the addition of increased funding targets to cover proposed budget increases. [JF/CL]

OTHER BUSINESS:

1. Peggy encouraged people to enroll their “puppies and pooches” in the Puppies on Parade Event, to be held by The Friends on August 29, 2015.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Sarah Roberts, Secretary