

August 17, 2015

Norman Williams Public Library

Board Meeting Minutes

The meeting was called to order at 5:15 PM.

Present: Karen Gilmour, Anne Marinello, Linda Smiddy, Ann Debevoise, Emily Boyd, Peggy Fraser, Jennifer Falvey, Gary Horsman, Garfield Goodrum, Ann Sadowsky and Jennifer Belton.

Absent: Sarah Roberts, Andy Caffrey, and Gennie Lawrence.

Karen opened the meeting with the good news that Sarah Roberts has agreed to stay on as secretary until the first of the year. She also shared that Emily is now heading the Search committee for the new Librarian.

MINUTES of the previous meeting were approved unanimously.

TREASURER'S REPORT: Linda Smiddy shared that she is a retired attorney, and as such is on the board as an individual, and not to give formal legal counsel. Linda started by expressing appreciation for the work Garfield has done with our financials during his tenure as treasurer and praised the work of the library staff on financial matters as well. She is recommending that the budget planning begin earlier this year and suggested starting in October. She also stated that she is trying to clarify the financial report to more closely reflect proceedings. The treasurer's report was also approved.

Ann Sadowsky asked about miscellaneous donations and a miscellaneous income of \$190. Jen will look into that and get back to her. Ann also noted that we recently received a \$500 legacy contribution.

Someone asked how we did on Bookstock. More detail is offered in Jen's report – but Jen responded that we came in about \$1000 over last year.

LIBRARIAN'S REPORT: Jen had circulated her report before the meeting and answered questions.

COMMITTEE REPORTS:

1. **LANDSCAPE COMMITTEE:** Anne M. reviewed the discussion of the landscape committee regarding the Foyer. **MOTION** was approved to authorize the Library Director to spend up to \$5000 towards improving the Foyer with bookshelves and two benches selected by Don Olson using the moneys from the Building Operations Fund. Anne also stated that we are getting estimates on the re-grouting of the steps outside of the library as well as new concrete at the top of the steps. The Landscape committee has also recommended aerating and reseeding the front lawn (see Jen's report) and addressing the water leakage under the eaves by the Children's Garden. We need to add stones (grey) and create more of an angle for drainage. We will address these at our next meeting when we will hopefully have further estimates so that the grouting and stones can be done before the winter. The lawn can wait until spring.

2. **SEARCH COMMITTEE:** It is composed of Emily (chair), Ann S., Ann D, Ron Miller and Karen. The committee met with Jane Marsh who has extensive experience with HR and executive recruiting. Her suggestions were quite helpful. Emily hopes to put forward a job description by Labor Day. The

question was raised as to a budget for this committee. Jen seemed to feel that \$500 would be adequate, and the funds could be found.

3. DEVELOPMENT COMMITTEE: Ann S. announced that NWPL has recently received a gift of \$25,000 and a \$500 bequest/legacy. She suggested, and the board concurred, that board member names be listed along the left hand side of our NWPL stationary. Ann hopes the Annual Appeal letters will be ready to be signed by early October.

Ann also reported that she is heading the Personnel Committee, which will include rewriting job descriptions and the personnel manual. She would like to recruit two non-board members with HR experience to assist.

4. Following that there was brief discussion by Gary Horsman of a device (Ocular rift?) that one can put on to visualize 3D. There was brief discussion and this was supported but referred to the technology section of the Strategic Planning effort.

NEW BUSINESS:

We then launched into a discussion of Building Use – specifically related to a complaint that a TV streaming of Bernie Sanders was held in our library and advertised on our website as well as the Woodstock Digest...without a disclaimer that this was not an endorsement. Gennie has been working on a Building Use Policy, but it needs to be reviewed and probably expanded to go beyond her original intent. Linda Smiddy suggested setting aside some time to tackle this issue of building use at a future meeting. Emily proposed differentiating library use vs. library sponsored...and advertising both library sponsored events and other events at the library, separately, on our web site.

The meeting was adjourned at 6:45

Respectfully submitted,

Anne Marinello