

NORMAN WILLIAMS PUBLIC LIBRARY
BOARD MEETING MINUTES [draft] – Sept. 21, 2015

PRESENT: Karen Gilmour, Ann Debevoise, Emily Boyd, Courtney Lowe, Ann Sadowsky, Peggy Fraser, Chris Lloyd, Gary Horsman, Linda Smiddy, Gennie Lawrence, Jenni Falvey, Sarah Roberts, Jen Belton and Amy Howlett, speaker.

EXCUSED: Andy Caffrey, Garfield Goodrum

Amy Howlett, our representative from the Vermont Library Association, came to speak about Building Use Policy, with special regard for usage regarding meetings with political content. She brought a handout (for which she will send a link) that gave us some comparable language used in VT by similar libraries; a legal view from their in house counsel; and the Library Bill of Rights, with an additional interpretation. Her advice for us, when formulating a new Building Use Policy/revision of our 2006 policy, was that we should consider what has been done in the past at NWPL, and try to reflect that in the current use policy. She followed up with answering questions. Karen said to everyone that we will continue to address the topic at a future meeting.

Meeting was formally CALLED TO ORDER at 5:54 with Announcements:

1. Glad Rags has asked NWPL to recruit volunteers for the next two sales in October and April, as they give those groups a portion of their profits. The upcoming sale is Oct. 25, with help needed the week prior. Suggested we also alert Corporators to this request.
2. Two anonymous donors have stepped up to fund the Children's Library carpet replacement, along with the Friends. They hope to raise awareness of needs the library faces and that others will follow their example. Jen made this happen.
3. Volunteer Appreciation Dinner is set for Sept. 28 @ 6:30 on the Mezz at NWPL. It will be Pot Luck and board is expected to help in a big way. These volunteers give more than 2,000 hours of time to NWPL!
4. VT. Library Association annual meeting is Nov. 7 in Burlington, this year. Please consider attending. Information will be circulated.
5. Annual Meeting is scheduled for October 22 at 5 p.m. Corporators will vote on the budget and elect new board members and new Corporators. Please send Courtney any new Corporator suggestions...this group is where we find new board members for the future. Ann S. will take Minutes in Sarah's absence.
6. There WILL be a regular board meeting on Oct. 19 to do regular business and to meet the new board selection. Gennie L. has volunteered to take minutes for this meeting.

MINUTES:

1. Emily had suggested a correction in the August Minutes, and this was accepted. [CL/AS] Sarah will send the revised/corrected Minutes to all.
2. Open Meetings Law states that Minutes in draft form be posted for public view within five days of a meeting. Even though NWPL does not have to comply, as it is not a municipal library, we will comply for transparency.

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TREASURER'S REPORT: Linda, see handout

1. There have been several meetings with CPA and staff to bring our new Treasurer up to date and get started on a regular routine of oversight.
2. In the absence of a line item in the 2015/16 budget for our new Search, the following resolution was proposed:

RESOLVED: That the Budget for Fiscal Year 2015-2016 be amended by creating a new expense account titled Library Director Search in the amount of \$1,200 and by reducing Account 6320, Building and Equipment Repairs and Maintenance from \$12,000 to \$10,800.

[SR/AM] passed unanimously. Will cover costs of posting job, feeding candidates in the final stages, making copies, etc. Emily does not expect it to cost this much.

3. Regarding the Invested Funds at Morgan Stanley, Linda had a meeting with our representatives and they are proposing a shift in our recommended profile of holdings by increasing our holding in growth companies, which pay a rising dividend. No cost to restructure in this way, and a possible reduction in fees might be realized. JF expressed concern that the fees remain quite high and the results have not met expectations. Annualized return has been 6.6%.
4. Accepted the Treasurer's Report [CL/CL]

LIBRARIAN'S REPORT: Jen, see handout

1. Tech tutorials by Dave S. and Leslie Hatch are well attended and popular.
2. Digital Media Festival will occur in Oct. – she encouraged attendance.
 - a. May have a demonstration of the Oculus Rift (?)
 - b. David McGowan, the organizer, has written an endorsement of NWPL
3. Sept. 24 at 5 p.m. will be a presentation by the WHAT IS WOODSTOCK, an ad hoc group of business and local organization folk, who have developed a local LOGO and TAG LINE to promote the local area. Has generated much enthusiasm.
4. Sept. 24 at 6 p.m. will be the presentation of the group working on the INNOVATION LAB.
5. Oct. 6 will be an presentation of digitization at the Ilsley, VT library at 5:30.
6. Friends contributed \$750 to NWPL, which was gratefully noted by Jen.

ART IN THE LIBRARY ad hoc group formed: Anne M.

1. Prompted by an offer to purchase some of the art hanging in NWPL, Jen felt we needed to get a more current reading of the possible value and condition of artwork in the building. Anne Marinello has taken this on, and will review the existing file to be sure we have full insurance and ownership of the artwork, before launching a discussion of making changes. Three appraisers will be contacted.
2. Need to have full knowledge of WHAT we have, do we OWN it, and what is best practice if there is to be any de-accessioning, and assessment of

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CONDITION. Please contact Anne if you can help or have contacts....JF suggested sending photos to Sotheby's.

COMMITTEE REPORTS:

1. VENUE: have been working on policy for building, which will review in light of this evening's comments by Amy Howlett.
2. DEVELOPMENT: watch email for announcement of upcoming WINE AND DINE events; ANNUAL APPEAL will begin in October, with mailing deadline of mid-November. Please submit any new names to add to our database to Ann and Chris. Hope that all will be willing to write notes on the letters when ready.
3. SEARCH: Emily thanked everyone for their help in reviewing the Job Posting. It is now on line on several professional sites (one at a cost of \$350, hence the budget amendment). She has gotten help from Ron Miller. Would love to have a person in place by mid-December to overlap with Jen, but that may be optimistic.
4. NOMINATING: Courtney is beginning to pick up speed and still seeking suggestions for new Corporators. If asking people, please mention that we hope they will support NWPL with their time, funds and energy when asked.

NEW BUSINESS:

1. Jack Anderson, on behalf of the Court House, would like permission to build sidewalk across the small area owned by NWPL, but behind the Court House.
2. Concern that they already have adverse possession, but there was consensus that we offer to negotiate a sale.
3. MOTION proposed: Open discussions with the Court House to secure a sale of the piece of property in question, asking realtor familiar with NWPL board to represent us. Suggested Bobbi Dagger. [GL/AM] passed unanimously.
4. The Progressive Party will have a meeting in the small History Room soon.
5. Thanked Friends for their successful "Pooches on Parade" event and contribution.

EXECUTIVE SESSION:

1. Ann S., who is working on the revision of the Employee Handbook, brought up that there are many language changes pending: Vacation Leave; Sick Leave; no mention of Compensation time.
2. The Staff has proposed a change to the Holiday days citing the increased use during these periods and stating a willingness to keep the Library open at these times.
3. MOTION proposed: That NWPL open on "reduced hours" schedule for both December 26 and January 2. [AS/JF] passed unanimously.
4. Thanks were offered to Staff for their consideration.

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Meeting was adjourned [EB/AM] at 7:25.

Respectfully submitted,

Sarah Roberts, Secretary