

## **MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD OF DIRECTORS**

Monday, October 19, 2015

Attending: Karen Gilmour, Chair; Emily Boyd, Andy Caffrey, Ann Debevoise, Jennifer Falvey, Peggy Fraser, Chris Lloyd, Courtney Lowe, Anne Marinello, Ann Sadowsky, Linda Smiddy, Jennifer Belton ex officio.

Excused: Garfield Goodrum, Gary Horsman, Sarah Roberts

Karen called the meeting to order at 5:20.

The minutes were approved as sent. Motion-AS; second-PF

Linda Smiddy presented the Treasurer's Report. The new auditor and his assistant are working well and thoroughly. Unlike the previous auditor who had simply carried information forward from one year to the next and who had not reexamined the underlying figures, journal entries and documentation supporting the information, this auditor is going back reviewing the applicable documentation, including journal entries and the numerical bases for a number of accounts. He began his inquiry with large donations and bequests. As part of the review process, the auditor found \$3,500 that had been given specifically to purchase history books had instead been placed in a special endowment account. He is also looking at in-kind donations such as pictures.

The financial review continues to be a work-in-progress as some data has been moved from one account to another or re-characterized. There will be changes to the format of our financial statements. For example, there are still too many line items called "miscellaneous income." The font definitely needs to be larger so we can read it. Using a larger font for the financial reports may, however, mean that not all related data will be printed on the same page.

The Investment Committee met and decided to move to a different Morgan-Stanley investment platform that will make it easier to make changes in investments and will result in a small reduction in fees. The account was down this month. 2015 has not generally been as successful for investing as 2014 was.

The financial reports were accepted. Motion-CL; second-AC

Jennifer had earlier sent a Librarian's Report. She noted the highlights: the new shelving for the foyer is coming on Sunday. We need to have someone paint the arch area between the foyer and the doors into the library (where the plaques are). Two donors have agreed to pay for new carpeting for the Children's Room and a new floor for the Activity Room. That should be done within two weeks.

There are personnel changes. Jan Lee is moving to Florida and Danelle is taking Jan's hours.

The first meeting of the Innovation Lab had 12 enthusiastic people.

The scarecrow project went well, but the scarecrows were vandalized during the night.

The November issue of Yankee Magazine has an article on Woodstock and the library.

Petitions were passed around. Each Board member was encouraged to have as many Woodstock residents as possible sign a petition for the library to receive an extra \$50,000 from the town.

Courtney Lowe reported on the trustee and corporators to be voted on at the Annual Meeting this Thursday. Linda Smiddy was an interim appointment to the Board. Her position will have to be ratified. There are 16 new corporators. A list is attached.

Chris reported for the Development Committee. Letters were sent to 400 people who had used the library between January and June of this year and were not in our data bank for fundraising. The letters did not ask for funds; they merely welcomed people to the library and told them a bit about it including that it relied on outside contributions to exist. Our aim is to have the year-end appeal letters ready for signature by the week of November 2. Please be ready to come in and write a note on letters to those whom you know and some you don't. We have received a second \$25,000 gift donated anonymously. That means that we are starting the end-of-year campaign with \$50,000 in hand. T Belisle is hosting a special fund-raising concert of The Ten at his home on Friday, December 12. Do plan to attend.

Emily reported that the Search Committee had a good half dozen candidates. In response to a question, she said that the pool had been mostly female and ranged geographically from Virginia to Colorado. The committee hopes to have a final candidate to present to the Board by November 9, which is before the next scheduled Board meeting. We will probably call a special Board meeting to approve him/her.

The meeting adjourned for executive session.

Respectfully submitted,

Ann Sadowsky, acting Secretary