

MINUTES
NORMAN WILLIAMS PUBLIC LIBRARY BOARD MEETING – February 29, 2016

ATTENDING: Linda Smiddy, Emily Boyd, Ann Debevoise, Ann Sadowsky, Anne Marinello, Chris Lloyd, Courtney Lowe Gennie Lawrence, Gary Horsman, Peggy Fraser, Andy Caffrey, Sarah Roberts, Karen Gilmour, Amy Sadkin, Librarian.

EXCUSED: Jenni Falvey, Garfield Goodrum (resigned).

ANNOUNCEMENTS: Karen called the meeting to order at 5:15 p.m.

1. She welcomed our Director, Amy Sadkin, to her first board meeting.
2. Karen also reminded the board, when asking for help from any of the Staff, to please make arrangements through Amy.
3. Karen noted that Sarah is going off the Board, and that Garfield recently resigned. Both were thanked and books will be placed into the Collection in honor of their service to the board.
4. We were reminded to VOTE at tomorrow's Australian ballot and encourage others to support the Library's items.

MINUTES: Minutes of the January meeting were accepted with correction of one typo and one omitted letter. Motion by Ann S., seconded by Courtney, unanimously passed.

TREASURER'S REPORT: Linda Smiddy

1. Planning for the 2016/17 budget has begun. The budget will appear in a new format, which will simplify the item descriptions, make the budget more coherent by grouping related items together, and will be easier for producing needed reports. The accountants are trying to anticipate the new FASBE (accounting) rules that are planned.
2. Our Librarian is also looking at the budget to make it more substantive.
3. The CPA firm is also reviewing cash donations and formulating a standard policy on amount limits describing "restricted" gifts to the Library Fund.
4. The Finance Committee will meet March 3. They will work on a Spending Policy related to the amount NWPL can take from the Library Fund, known as the run rate. May extend the time used to determine the "average balance" of the Fund, from 2 years to 3 years. This will add flexibility over time in defining the amount allowable for withdrawal from the portfolio for NWPL Operations.
5. Library Fund stands at \$1,464.409.13, with the Building Fund portion being \$114,495. Estimated income from the portfolio available for withdrawal is \$36,000.
6. CL suggested sending the financial reports in PDF format.
7. Ann Sadowsky, seconded by Anne Marinello, moved to accept the Report. The motion passed unanimously.

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COMMITTEE REPORTS:

1. DEVELOPMENT: 2015/16 Annual Appeal presently stands at \$62,116, which is ahead of the prior year's appeal. There will also be a Spring Appeal and the committee is looking for a large match for the appeal.
 - a. Rather than making a push for the Library Fund Capital Campaign, the committee is considering working toward a Planned Giving effort, so as not to compete with Pentangle's theater renovations and expansion.
 - b. New database, Little Green Light, is up and running. Want to keep adding possible new donor names and addresses. This database program is used locally by other non-profits. Should also be able to produce better reports on giving.
2. GALA: making headway and things are on track. Save the Dates just went out. Please think about your table...and make your invites or plan to share a table with another board member. Will be careful to alert attendees to reserve early because of the limitations on seating.
3. NOMINATING:
 - a. Courtney announced that they have two slots to fill and four names are under consideration.
 - b. Meeting next Tuesday, so please submit other suggestion to Courtney before then.

OLD BUSINESS:

1. VENUE USE POLICY discussion was tabled until March. Revised motion by Gennie L. and seconded by Ann S. Work on the wording will be done during this month by email so that a final draft can be presented.
 - a. Document 3, Public Policy Statement, is the main item to receive email revisions.
 - b. Will add to the March agenda***

NEW BUSINESS:

1. NWPL library card distribution outside of Woodstock was brought up because of VT STANDARD article.
 - a. Through Dec. 31, 2015 a free library card was available, and staff and board would like to continue to make these available at no cost, especially to students. Barnard reimburses fee for students from their town.
 - b. Woodstock bases their support to NWPL based on the number of residents in Woodstock. Other towns do not presently pay anything to NWPL. If a donor from each locality could be found to underwrite the cost for the 4 towns would be ideal.
 - c. Suggestion of developing a “regional” library card was posted. Amy is to attend a regional meeting and will bring the subject up. She feels we may already be moving toward this concept.
 - d. Amy was asked to present a breakdown of card costs, stats on cards paid by non-Woodstock folks, and any other relevant info to inform the discussion. We would need to justify to Woodstock taxpayers, if we open

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- NWPL to all without some accounting for expense of doing that. Will add to the March agenda. ***
2. Corporator's Wine and Cheese event at St. James scheduled for March 10, 4-6 p.m.
 3. Oil tank was found to have water mixed with the oil on Friday evening, Feb. 26.
 - a. Found to be a broken cap, which had been improperly forced onto the fill pipe. Large amount of recent rainfall entered tank, partly because the fill pipe is located in a depression, not raised above ground. Jan. 8th was last date of receipt of oil, so probably began to fill with water after that.
 - b. Andy will work with Karen and Amy to present our case to the oil supplier after all the costs have been established. There was a feeling that the supplier may be culpable. We have just changed to this new vendor. Flame-outs and loss of heat have been an issue all through January and affected the wedding early in the month.
 - c. Developing an ALERT LIST of names to call in emergency and keeping it up to date annually was suggested.
 4. Front Door does not close reliably and Chris Miller has drawn a sketch of additional doors to be placed between the front glass door, and the interior doors to diminish the draft that enters the building. Since an Energy Audit is also needed, we should keep all these possible repairs for discussion at a later date.
 5. GALA business appeal has gone out. Board will be asked to make 8-10 follow up calls in the next two weeks. Sarah will send out an email version of the list of recipients. Please mark those business owners you know and can approach for their donation. Send them to Sarah. The remainder of the names will be divided up and everyone is asked to make the calls. You will get a copy of the appeal letter and a list of talking points to encourage support. Thanks to everyone for their help!

Motion for adjournment was made by Emily Boyd and Linda Smiddy and it passed. Meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Sarah Roberts, Secretary