

MINUTES
NORMAN WILLIAMS PUBLIC LIBRARY BOARD MEETING
Wednesday, January 27, 2016

ATTENDING: Karen Gilmour, President; Andy Caffrey, Anne Debevoise, Peggy Fraser, Gary Horsman, Gennie Lawrence, Chris Lloyd, Courtney Lowe, Anne Marinello, Ann Sadowsky Linda Smiddy.

GUEST: Josh Gagne of Tyler, Simms and St. Saveur, CPAs.

ABSENT: Emily Boyd, Jennifer Falvey, Garfield Goodrum, Sarah Roberts.

ANNOUNCEMENTS: Karen reminded everyone that the cocktail party to meet our new Executive Director would be on Sunday, January 31, from 4:30-6:30 p.m. at Daren's home, 648 Church Hill Road. Call if you need directions.

MINUTES: The minutes of the meeting of December 14, 2015, were approved with a very minor change of initials from PG to PF.

INDEPENDENT FINANCIAL REVIEW: Linda Smiddy introduced Josh Gagne from the accounting firm of Tyler, Simms and St. Sauveur, Lebanon, New Hampshire. The firm conducted an independent financial review of the library's finances for the Fiscal Year 2015. The library received a good report, and management concurred with the review process and results. The resulting Financial Statements and Independent Accountants' Review Report are available in the library.

Mr. Gagne recommended that the following policies be reviewed and, if required, updated by the board: investment, fixed asset, gift and personnel. Mr. Gagne also recommended that board determine the minimum amount required for a restricted donation to endowment to establish a separate endowment fund. He also said that man business and non-profits establish a limit for accrued vacation and sick time.

The following motion was made by Linda Smiddy and seconded by Andy Caffrey. It passed unanimously.

"RESOLVED, that the Norman Williams Public Library, Inc. Financial Statements and Independent Accounts' Review Report as of and for the year ended June 20, 2015 prepared by Tyler, Simms and St. Saveur, CPA's P.C. of Lebanon, New Hampshire is hereby accepted and approved."

FINANCIALS, DECEMBER 31, 2015: Linda Smiddy reviewed the library financial report for December 2015. A motion was made by Gennie Lawrence and seconded by Chris Lloyd that this report be accepted as presented. The motion passed unanimously.

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COMMITTEE REPORTS:

1. DEVELOPMENT: 2015/16 contributions have been more than \$30,000 greater than our 2014/15 contributions as of this date. Since July 1, 2015, we have raised more than \$117,000. This includes two legacy donations and some spring appeal funds that were received after July 1. Ann Sadowsky will be reporting on the development database at a later date.
2. GALA benefit: Ann Debevoise reported that the event is planned for Sunday, April 24, 2016. The speaker will be Sabra Field. Lists have been culled to avoid sending too many "save the date" cards. The Gala will again be held at the Woodstock Inn. This year the seating will be more limited than in years past. There was some discussion of using a breakout space to provide for additional seating, but nothing was resolved.
3. VENUE USE: Gennie Lawrence asked that the Library Use Policy be placed on the February agenda.

OLD BUSINESS: Peggy Fraser encouraged all board members join Friends of the Norman Williams Library for \$20. The Friends donated \$725 from the August 29, 2015, Puppies and Pooches on Parade event to the Children's Library.

NEW BUSINESS:

1. The date for the February Board meeting will be February 29, 2016.
2. A community-wide event as the library will be discussed at a later date.

The meeting was adjourned at 7 p.m.

Respectfully submitted,

Gennie Lawrence and Ann Sadowsky
Acting Secretaries