

MINUTES
NORMAN WILLIAMS PUBLIC LIBRARY BOARD MEETING – MARCH 21, 2016

ATTENDING: Karen Gilmour, Linda Smiddy, Ann Debevoise, Courtney Lowe, Emily Boyd, Jennifer Falvey, Chris Lloyd, Anne Marinello, Peggy Fraser, NWPL Executive Director Amy Sadkin

EXCUSED: Ann Sadowsky, Gennie Lawrence

ABSENT: Andy Caffrey, Gary Horsman

CALL TO ORDER: Karen Gilmour called the meeting together at 5:20 pm.

MINUTES: The February minutes were corrected and approved.

EXECUTIVE DIRECTOR'S REPORT: Amy is exploring participation in a library consortium and was given permission to move ahead and join. One goal would be an exchange of card holders. It was agreed that we provide cards to people in need.

TREASURER'S REPORT: Linda Smiddy

1. Budget: Gifts for in-kind-services for February were listed as \$15, 674. There were questions as to what these comprise, and Linda said she would discuss with Jane and find out. ¹
2. Balance Sheet: As of the end of February, cash on hand in the bank was \$99,761.09 – approximately three months operating expenses cushion. \$1,510,700.69 was the amount in Morgan Stanley. Total current assets were \$1,715,061.78. Total assets are \$5,268,128.08. Total current liabilities are \$22,356.58.
3. Morgan Stanley: As of the March trustees meeting, the current amount in endowment is \$1,519,239 – an increase over last month.
4. Investment Committee: Will be considering library spend policy and social responsibility investing.

COMMITTEE REPORTS:

1. NOMINATING: Courtney Lowe, chair of the Nominating Committee proposed Ben Ford and Cathy Costello as new Trustees. Emily Boyd moved to accept and Anne Marinello seconded. They are both highly qualified and were accepted by the Board. They will be invited to the next Board meeting on April 18.
2. DEVELOPMENT: Chris Lloyd, Co-chair of Development Committee reported that revisions were being made to the LIBUNT_letter. A proposal to the Byrne Foundation for a grant to match the Gala income has been submitted. Several sponsors have already pledged their support in response to the spring business appeal letter. There should be a semi-annual Corporators ' Meeting in April.

¹ Linda checked on the \$15,674 after the meeting, and it is the contribution of credits to be used in part payment of the library electric bill and the CPA's contribution of part of his services.

3. GALA: Anne Debevoise, co-chair of the Gala Committee, reported that the Committee has been actively meeting. Save The date cards went out and Invitations will be mailed this week. Karen and Beverly Humpstone met with David Diaz of Melazza and arranged for wine service – permit, bartending and wine. Glasses will be rented from Blood's. The Committee is working on the "leaves" for the Giving Tree to be displayed at the library before the Gala. Amy Sadkin is approving the Wish List. Board members are asked to get their table reservations in promptly as seating is limited and to bring hors d'oeuvres for three dozen.

OLD BUSINESS:

1. Discussions on the Venue Policy were tabled until Andy Caffrey and Gennie Lawrence could be present. Karen has proposed revisions for parts of the policy to clarify special accommodations and responsibilities. We might require full payment in advance and 10% deposit to cover any damages. That would be returned within 21 days. 2.
2. Peggy Fraser wondered about the progress in repairing the front steps. Peggy also reminded the Board that last year the Woodstock Garden Club had made a donation to the library specifically to participate in the cost of the remediation of the front lawn where the drainage work was done . We need a progress report to give the Garden Club this summer before they meet to consider next year's community donations. All requests must meet the Garden Club's mission statement.

NEW BUSINESS:

1. Anne Marinello reported that she would have a further discussion with Chris Miller about an energy audit. It was determined that \$10,000 for new doors in the lobby were not an expense we could consider at this time. The Board hopes better weather stripping will be an improvement.
2. The Board is advised that any request for staff assistance must be approved and coordinated with Amy. This is very important for evening programs. The Board should be getting staff job descriptions shortly.

ADJOURNMENT: Jennifer Falvey moved the meeting be adjourned and Ann Debevoise seconded. All approved.

Respectfully submitted,
Peggy Fraser acting as secretary on this date