

MINUTES
NORMAN WILLIAMS PUBLIC LIBRARY BOARD MEETING – APRIL 18, 2016

ATTENDING: Karen Gilmour, President, Emily Boyd, Andy Caffrey, Cathy Costello, Ann Debevoise, Jennifer Falvey, Peggy Fraser, Gary Horsman, Gennie Lawrence, Courtney Lowe, Anne Marinello, Ann Sadowsky, Linda Smiddy, NWPL Executive Director Amy Sadkin

ABSENT AND EXCUSED: Chris Lloyd and Ann Debevoise

CALL TO ORDER: The meeting was called to order at 5:25 p.m. Nominating Committee Chair Courtney Lowe introduced new trustee, Cathy Costello. Board chair Karen Gilmour reminded trustees to let her or a member of the executive committee know if the trustee cannot attend one of the regular board meetings so that the trustee may be excused. The bylaws state that any trustee who misses three consecutive meetings without being excused shall be asked to resign from the board.

ANNOUNCEMENTS: Every trustee is expected to bring an appetizer for the gala cocktail party on Sunday. Karen said the gala committee suggests 36 pieces of whatever the appetizer is. They should be here by before 6 p.m. The kitchen will be open at 4:30 p.m.

MINUTES: Trustees voted to accept the Minutes unanimously with the following correction to the last sentence of Item 2 under the New Business heading. "The board will receive job descriptions over the next few months."

TREASURER'S REPORT:

The Windsor County Probate Court is conducting meetings on the administration of the Ralph Fancher Trust, which, during the 1990's, gave \$5,000 each to the Norman Williams Public Library and the Bridgewater Library. The issue before the court is whether, under a new Vermont law, the court has continuing obligations with respect to the administration of these bequests or whether administration responsibilities, if any, may be assumed by the respective beneficiaries. At a meeting on March 31, 2016, the court asked the parties to provide additional information with respect to these bequests. After researching past Board minutes and other library reports, Amy Sadkin has determined what actions were taken by the library with respect to this bequest. This information will be submitted to the court by the next meeting, which is scheduled for May 31, 2016.

1. The budget process has begun. The Investment and Finance Committees will be reviewing the library spending policy, which determines the extent to which the library may use endowment principal to cover operating costs during an economic downturn. Our current spending policy is based on a

two- year term. During the recent financial review of library funds, Josh Gagne, the library's CPA, recommended that the policy be based on a three year term, which is the standard used by most non-profits.

2. Ann Sadowsky noted that the Rotary Club of Woodstock has given us a grant of \$2,000. It was entered as revenue from the Annual Appeal but will be re-categorized as Grants- Rotary.

3. The board reviewed the March balance sheet and also the endowment reports from Morgan Stanley. The balance sheet continues to have a very favorable ratio of current assets to current liabilities, and the total endowment is valued at \$1,535,999.

Approval of the Financial Report was moved by Emily Boyd and seconded by Peggy Fraser. It was unanimously accepted.

EXECUTIVE DIRECTOR'S REPORT:

1. There is a new e-book policy.
2. Danelle is extending her hours to help with communications. She is interested in writing a weekly column for the paper.
3. There is cross-training going on so that employees can handle all positions at the front desk.
4. Amy handed out a chart of our circulation for the past year. It was impressive. It was suggested that Amy ask Phil Camp if he could give the library a box each month to showcase our circulation and/or other relevant figures. It could be part of Danelle's column.

DEVELOPMENT COMMITTEE:

1. Ann Sadowsky said that the funds are coming in very close to target. The problem is that we have no match this year for the spring appeal. Should any trustee think of anyone who could be approached to provide a match, please contact Ann Sadowsky or Chris Lloyd.
2. In the absence of Ann Debevoise, Karen gave a report on the Gala. She said that she would be asking all Board members to stand, all corporators to stand, then anyone who had given a program or served on a committee to stand. She wanted us to remain standing as a demonstration of how much of the community is involved in the library. After the Gala, there will be an update of the results and discussion of how next year's gala might be improved.

BUILDING COMMITTEE: Andy Caffery has written a letter to Eastern Propane and Oil of Claremont, NH, asking Eastern to reimburse the library for costs incurred as a result of water in the library's fuel oil tank. Water apparently entered the tank through a broken cap on the fill pipe that allowed torrential rains to run into the tank. The result was that the cap had to be replaced and Harper Environmental had to pump the water from the tank.

OLD BUSINESS:

1. Venue Policy: In order to begin discussion, Ann Sadowsky moved and Anne Marinello seconded the adoption of this policy. The policy will be at the front desk to respond to any inquiry. There was discussion of whether events not sponsored by the library should be sent out in the weekly mass email (Constant Contact). It was determined that events not sponsored by the library would be on the website with a disclaimer, but would not be sent out on the mass email.
2. The policy passed with the understanding that it can be revised at later.

NEW BUSINESS: There was a discussion of the building fund and its possible uses.

ADJOURNMENT: It was moved and seconded that the meeting be adjourned. All approved.

Respectfully Submitted,
Ann Sadowsky, acting as secretary on this date