

NORMAN WILLIAMS PUBLIC LIBRARY BOARD MEETING
Monday, July 18, 2016

Attending: Karen Gilmour, President, Emily Boyd, Ann Debevoise, Ben Ford, Peggy Fraser, Anne Marinello, Ann Sadowsky, Linda Smiddy. Ex officio: Amy Sadkin, Sarah Roberts (co-chair gala committee)

Absent and excused: Andy Caffrey, Cathy Costello, Jennifer Falvey, Gary Horsman, Regina Lawrence, Chris Lloyd, Courtney Lowe

The meeting was called to order at 5:25 p.m.

Announcements: Bookstock is next weekend. Help is needed sorting books every day from 9-4 at the UU Church basement. Also, if you can work that weekend at the book sale, please call either Jackie Fischer or Elizabeth Stevens.

The Saturday evening of Bookstock will be a special showing of Jim Sadwith's film, *Coming Through the Rye*. The library board has been asked to provide appetizers for the reception that before the screening. Please bring appetizers to the Town Hall Theatre by 6 p.m.

Minutes: The minutes of the June meeting were approved with a few corrections.

Treasurer's Report: This was a short report. This is a transition month while the financial statements move to a new procedure. In the future financial reports will be distributed only after the applicable accounting period is closed and all documentation has been received and recorded. Some changes will be made in the format of Profit and Loss Statement accounts to comply with the suggestions of the CPA following the Financial Review of the library's books and to conform the balance sheet to non-profit accounting requirements.

The Board reviewed the profit and loss statement for the 2016 Gala. Specific ledger entries concerning Gala income and expenses are not generally a Board matter, but instead are intended to be used by the Gala Committee for planning purposes. This year's review of specific Gala financials is an exception. Sarah Roberts, Gala Committee co-chair, noted that there were two reasons for the Gala's not attaining its income objectives. One is that not as many people were able to attend the 2016 Gala as compared with the 2015 Gala. The number of tables was fewer in 2016 because of the space required for the audiovisual equipment requested by the speaker. Further, the total donations from 2016 Gala supporters was not as high as in 2015. We did call many businesses but did not call all of the individuals who had provided support previously. The Gala presentation concluded with discussion of ways to improve Gala processes and procedures. The Treasurer's report was accepted as presented. The board expressed its appreciation to Kerry for obtaining her license as a wine server, followed by a discussion of the ways her having a license would particularly benefit smaller library events held on library premises, such as salons.

Development Committee Report: The Spring Appeal went well. One hundred and one donors gave a total of \$25,280. Some gifts were received after June 30, so we begin the year with \$2,905 in donations.

Peggy Fraser noted that TD Bank Foundation had funds specifically for libraries.

Landscape Committee: The lawn has been re-seeded and mulched. The nightshade was taken out. Gary Thulander at the Inn has asked if we would remove a tree on our property behind the courthouse. It is mostly dead and is an eyesore to Inn patrons. Peggy Fraser reported that the Friends are considering hiring someone to clean the area near the Children's Garden that has unwanted vines.

Carpet Subcommittee: The library has identified a need for new carpeting for the Children's Library. A donor has agreed to cover \$3,000 of the cost. The cost of the new carpeting, together with the moving of books and shelving to put in the new carpeting, will exceed that amount. The board also discussed the need to fix the steps to the library.

Executive Director's Report: Amy briefly summarized the contents of the Report, which had been given to the Board beforehand. The library will be doing some literary salons in conjunction with the 100th anniversary of the National Park Service. She is looking for suggestions as to topics.

Before Wireless Woodstock went out of commission, people enjoyed sitting on the Green and using their computers by connecting with the library wireless system. Ben Ford will be chair a new committee called Communications, which will work on the issue.

New Business: There will be a Board retreat on Monday, August 15, from 10-2 at Ann Debevoise's farm. The focus will be Board governance. There will be lunch. In advance of the retreat, Karen will distribute relevant materials, including library bylaws and a Statement of Responsibilities and Obligations, which is recommended by the American Library Association for distribution to all board members.