

## MINUTES

NORMAN WILLIAMS PUBLIC LIBRARY BOARD MEETING – JUNE 20, 2016

**Attending:** A. Marinello, L. Smiddy, E. Boyd, A. Caffrey, A. Debevoise, J. Falvey, B. Ford, P. Fraser, G. Horsman, R. Lawrence, C. Lloyd, C. Lowe, A. Sadowsky, A. Sadkin (Director)

**Absent and Excused:** K. Gilmour, C. Costello

**The meeting was called to order at 5:20 by Anne Marinello, vice chair, as a quorum was present.**

**The minutes of the last meeting** were unanimously approved with two corrections: Amy Sadkin was added as attending; spelling correction made to Executive Director's Report heading.

**Please note** the following documents are referenced in these minutes and are available from staff as needed: Balance Sheet as of May 31<sup>st</sup>. (2 pgs.), Proposed FY17 Budget and Presentation (6 pgs.), Breakdown of Personnel Expenses, Executive Director's Report (3 pgs.), "Catamount Library Network" brochure.

**Treasurer's Report:** The report opened with presentation and discussion of the FY17 Budget, which Linda noted had been vetted by the Executive Committee, a Co-Chair of the Personnel Committee, and a Co-Chair of the Development Committees and all members of the Finance Committee. Linda explained that the transfers of the income from the General Endowment and Building Funds are of income already earned by those accounts and will not involve any transfers of principal or of income currently being earned.

Amy stated the budget was the result of a group effort and explained the Catamount I.L.S. initiative, which is supported by staff. Acceptance of the budget was moved by R. Lawrence and seconded by A. Caffrey for purposes of opening discussion.

P. Fraser and others raised issues of concern and items to be clarified: How to access Gala info as it was bundled with other income (Response – Numbers at that level of specificity do not belong in a budget; the budget is a "big picture."); What constituted "Special Fundraising" (response – Trustee events other than the Gala, Venue rentals); What constituted "Gifts in Kind" (response – examples from 2015 FY include discounts from providers of professional services, accountant, solar credits donation, etc.); Why book and magazine expenses were grouped in expenses (those numbers are also available). During the discussion, several trustees reiterated that details about projected income and expenses do not belong in budget documents. The budget provides the total amount allocated for annual operating expenses, based on specified categories of income and expenses. Management of income and expenses is the responsibility of the Executive Director and not of the Board of Trustees, whether acting individually or collectively as a board.

In response to a question on the Interest Income Transfer, A. Sadowsky responded that the interest endowment income is supposed to be used by the library to support its mission, rather than simply accumulated; the Endowment should grow primarily through fundraising efforts. Linda reiterated that only previously earned income – income already in hand - was being transferred, and that the amounts of the transfers did not include any principal and was not based on income projections.

Questions on Health Insurance for employees were deferred to Executive Session.

R. Lawrence equated the budget process with that of the town and village – the budget provides a big picture with detail available that had been reviewed by many prior to presentation. She “moved the question” which is a non-debatable motion. The budget was approved by a 12 to 1 vote following modification by A. Caffrey of Linda’s resolution to read “budget approval”.

**The Fancher Trust** issue (see Minutes of Last Meeting and Agenda of this session) was addressed by Linda. It was resolved by mutual agreement between the Town of Bridgewater and N.W.P.L. as approved by Probate Court. E. Boyd moved and A. Debevoise seconded a motion to accept Amy’s proposed handling of payments and provision of library cards as more fully described in the following resolution:

WHEREAS the NWPL and Bridgewater representatives, with the approval of the Windsor County Probate Court, agreed:

That the Town of Bridgewater will, with the prior approval of the residents of the Town of Bridgewater, annually pay for NWPL library cards for residents of the Town of Bridgewater and will assume responsibility for accounting for same; provided that NWPL will annually provide the Town of Bridgewater with the number of Bridgewater residents having NWPL library cards and the then current costs of such library cards; and

That any proceeds of the Fancher trust left to NWPL will be used for library purposes only; and that NWPL will assume responsibility for accounting for same;

BE IT THEREFORE RESOLVED:

That the Norman Williams Public Library hereby approves and ratifies the foregoing agreement entered into by the representatives of the Town of Bridgewater and NWPL, with the approval of the Windsor County Probate Court, concerning the use of and accounting for the bequests of the Ralph Fancher Trust.

The motion was unanimously approved.

**The May Balance Sheet Financials** were presented and discussed. Linda stated restructuring that reformatting of the library’s financials according to comply with the CPA’s recommended “best practices” is continuing. Additional adjustments are needed; they will be made and discussed at future board meetings.

**The Executive Director's Report** (refer to documents listed above) included reference to a national library survey which rated Vermont, and the Norman Williams Public Library, highly in several categories; reviewed use statistics for the previous month; and included additional information on the Catamount Network.

**New Business and Miscellaneous Items:**

**Bookstock** noted as starting Friday, July 29<sup>th</sup>; volunteers needed.

**Board Retreat** will be 10 a.m. to 2 p.m. Monday, Aug. 15 at Ann Debevoise.

**Gala** speaker suggestions are being solicited by Anne M.

**Front Steps** discussed; A. Caffrey said J. Rossi looked into that work two years ago and the cost was very high. More research is being done on how to proceed.

**Puppies and Pooches on Parade** will be sponsored by the Friends again this year on Aug. 27 per P. Fraser.

**Adjournment** was moved by A. Caffrey, seconded by E, Boyd and unanimously approved at 6:40PM

Respectfully submitted by R. Lawrence.

Secretary pro tem