

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD
March 20, 2017

Attending:

Anne Marinello as Co-Chair and Co-President

Emily Boyd, Laird Bradley, Bill Colson, Ann Debevoise, Peggy Fraser, Karen Gilmour,
Gary Horsman, Gennie Lawrence, Ann Sadowsky, Linda Smiddy

Interim Director: David Sullivan

Excused: Chris Lloyd
Absent: Cathy Costello

Note: Quorum was present.

Call to Order at: 5:17 PM

Announcements:

- Vote Results for Town Appropriation of: \$51,250
In favor: 480 Opposed: 181
 - Thanks to Peggy and Sherry Belisle and the Friends of Norman Williams Public Library for organizing the piano concert.
 - The Corporators meeting of March 13th was small but successful.
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February 2017 Minutes

The minutes of the February 13th meeting were approved as written but with the correction to the spelling of Karen's last name.

Motion	1st	2nd	Vote
Motion to approve by Karen	Ann Sadowsky	Linda Smiddy	Passed Unanimously

Treasurer's Report (by Linda Smiddy)

- Investments

The library endowment is now at \$1,691,703.

- Morgan Stanley Management Fees

Morgan Stanley report to us that our fees for their services were at the old rate and that they have now been adjusted to the new rate. Morgan Stanley will reimburse the library for the higher fees which were charged in installment payments. The 1st installment has already been received. We also have an agreement with Morgan Stanley that there will be a review of fee performed each quarter.

- Fancher Trust

Linda commented that we should always be supportive to the local communities and the residents of Bridgewater.

- Cash Policy

- A re-write of our cash-handling policy is in progress.
- Key procedures have already been implemented.

- GAAP Compliance Issue

- TSS has confirmed that they can provide GAAP compliant financial documents.
- We have started to research Aplos Software (www.aplos.com). This software is online software designed to manage a nonprofit including fund accounting, online donations, donation tracking, donor management, and IRS filings. The monthly fee is \$55.
- Both Linda and Karen noted that we must support and fund what is needed for GAAP compliance for financial bookkeeping and accounting for the library.

- Thank You Linda!

The board recognized and thanked Linda for her significant contributions to the library as Treasurer.

- Treasurer's Report Vote

Motion	1st	2nd	Vote
Motion to approve Treasurer's report	Ann Sadowsky	Ann Debevoise	Passed Unanimously

Interim Executive Director's Report (by David Sullivan)

- Vacation Carry-Over Policy

Dave noted that this was agreed to at the last board meeting and that now it is effective as policy at the library.

- Employee Retirement Plan

Dave noted that, at the last meeting, we had voted in favor of making no changes to the existing policy. This is now effective as policy at the library.

- Employee Healthcare

Dave advised the board that only 2 employees would be interested in this now and that there is no need to offer this coverage at this time.

- Personnel Committee

Dave noted that it would be appropriate to establish a personnel committee to provide additional support to the library in case of employee issues if needed.

Dave, Ann Sadowsky and Charles Hampstone will continue to be on this committee with the addition on Gennie and Karen.

- Employee Handbook

Ann Sadowsky requested that the board vote on approval of the current employee handbook as amended in March.

Motion	1st	2nd	Vote
Motion to approve existing Employee Handbook as amended in March	Laird	Emily	Passed Unanimously

- Job Descriptions

The Personnel Committee was tasked with reviewing, updating and if needed developing job descriptions.

- Bridgewater Day

We discussed the idea of a Bridgewater day at the library sometime after July 1st.

- Energy Audit

The energy audit has been completed and we are now waiting on the report. Dave will follow up with the auditor and report at the board meeting in April.

- Town Appropriation

We have sent the town an invoice for the 2nd half of the appropriation and the payment is due soon.

- Painting

Painting of the Children's Floor will begin on March 27th and take about 1 week.

- Carpeting

The new carpet for the Children's Floor will be installed on April 12/13th.

Nomination (Ann Debevoise)

Ann proposed the following:

President: Anne Marinello

Vice President: Bill Colson

Treasurer: Chris Lloyd

These responsibilities will be effective after the Gala.

Search Committee (by Emily Boyd)

- The job description is now live.
 - The deadline for submitting an application is April 10th.
 - We now have 7 applicants.
 - At the next board meeting, Emily will be able to provide details on specific candidates.
 - Emily expects that the search will not exceed \$3,000.
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Development (by Ann Sadowsky)

- Our fundraising, relative to the Gala, is ahead of where we were last year at this time.
 - Donors will be recognized in the Vermont Standard if their contribution is received before March 31st.
 - Ann asked for support from the board to contact businesses for annual support or for a 3-year pledge.
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Gala (by Gennie Lawrence & Anne Marinello)

- Paula Audsley will be asked to manage all money the night of the gala.
 - Dave made us aware that the VINS family pass is one of the most popular passes at the library and it has been suggested for the Giving Tree.
 - Hors d'oeuvres – We can bring our own Hors d'oeuvres. Board members should prepare a minimum of 24.
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Other Items

Venue Use Policy

There was a motion to approve the venue use document as written and to use it as a marketing tool.

Motion	1st	2nd	Vote
Approve document as submitted by Gennie Lawrence as a marketing tool	Gennie	Ben	Passed Unanimously

Next Meeting

April 10th at 5:15 PM

Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn	Ann Sadowsky	Karen	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary