

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD
April 10, 2017

Attending:

Anne Marinello as President

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

Interim Director: David Sullivan

Excused: Ann Sadowsky and Ben Ford

Absent: Cathy Costello

Note: Quorum was present.

Call to Order at: 5:14 PM

We started the meeting with a tour of the Children's Library which had recently been painted. The painting was in part funded by a donation so the cost to the library is only \$1,500.

It was recognized by the board that the job had been well done.

March 2017 Minutes

The minutes of the March 20th were approved with a small modification to note that the fund raising as described was only fund raising for the Gala and not general fund raising.

Motion	1st	2nd	Vote
Motion to approve	Gennie	Peggy	Passed Unanimously

General Comments (Anne Marinello)

- Gennie Lawrence was recognized for the excellent organization of all Gala activities.
- Melissa was recognized for the coordination of the painting of the Children's Library. It was also noted that Gennie Lawrence was added to the task force by Anne Marinello and advised on the project.

- Anne noted that we need to define a policy for approval of expenditures over a set amount which would be defined even for grant-funded or donor-funded projects.

Anne suggested that:

1. If it is building related then then building committee would be involved in defining the overall budget.
2. We need to consider being sensitive to any input from a donor if they make a significant contribution to a specific project.
3. The project leader should have some discretion on spending for a project but a limit for the discretionary amount needs to be defined.

Dave will draft a procedure for handling money when the library advances specific projects. An example of a specific project would be the painting of the Children's Library.

Anne also emphasized the need to review our committee structure to support library staff. After the Gala review of committee structure, make-up and organization will be and conducted. We will be reviewing board, corporator, and community involvement for library committees.

Linda will also conduct a review of our bylaws to for both project spending and committee requirements.

Treasurer's Report

- The Treasurer's report will be postponed and presented at the May meeting.
- Budget work is in progress for our next fiscal year.

Interim Executive Director's Report (by David Sullivan)

Town Appropriations

The 2nd appropriation from the town has been received

Late Fees and Donations (fee defined by patron)

March 2016: \$460

March 2017: \$470

We will continue to monitor assess the effectiveness of this method.

Extended Hours

Patrons are taking advantage of the extended hours.

Front Steps

- We have received 2 quotes and are waiting for a 3rd.
 - Laird suggested that we have a Civil Engineer review the situation and that it may even be appropriate to have a Civil Engineer involved with the project.
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Search Committee (by Emily Boyd)

- 16 applications have been received.
 - 1 Skype interview has been completed.
 - 2 Skype interviews are also scheduled.
 - There is a mix of local and national candidates.
 - The plan for the next month is to have all Skype interviews completed and on-site interviews scheduled.
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Development

- A full update will be provided at the next board meeting.
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Gala (by Gennie Lawrence & Anne Marinello)

- Jane Blanchard will be overseeing the financials the night of the gala.
- Two dozen books have been donated by Yankee Bookshop.
- We have 213 seats and 210 tickets have been sold.
- The items for the Giving Tree have been defined.
- Members of the board are expected to bring easy-to-handle hors d'oeuvres for 24 servings.
- Hors d'oeuvres should be dropped off at the Woodstock Inn between 3 and 5 PM. Note that the inn cannot reheat or refrigerate the hors d'oeuvres.
- Party favors will be ordered (rings) to recognize donation to the Giving Tree.

Discussion

Laird made us aware that we need to be sensitive to local restaurants. He suggested that we could ask local restaurants to be involved in the preparation of hors d'oeuvres and that we could pay for them. This is a way to have a sufficient quantity and quality of hors d'oeuvres and to support local business.

This was viewed as an excellent suggestion by Laird.

Other Items

- None
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Next Meeting

May 15th at 5:15 PM

Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn	Emily	Linda	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary