

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD  
June 20, 2017

---

**Attending:**

Anne Marinello as President

In Attendance: Ann Debevoise, Peggy Fraser, Karen Gilmour, Gary Horsman, Gennie Lawrence, Chris Lloyd, Ann Sadowsky

Excused: Bill Colson, Linda Smiddy

Absent: Laird Bradley, Cathy Costello

Note: Quorum was present.

Call to Order at: 5:18 PM

---

**May 2017 Minutes**

There was one minor modification (Item: wording of spring appeal matching donation)

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve as modified.	Karen	Chris	Passed Unanimously

---

**Treasurer's Report (by Chris Lloyd)**

- The value of our portfolio remains in a good position reflecting the performance of the market.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve the Treasure's report	Emily	Ann S.	Passed Unanimously

## Budget Review – Fiscal Year 2018

- Chris presented the budget and we reviewed it in detail. It is a balanced budget with Income = expenses = \$570,896.00
- There is \$18,133.00 in this budget which will be drawn from the building maintenance fund for the repair of the front steps.

<b>Anne Marinello called for a vote to approve the budget as presented.</b>	<b>Vote</b>
	Passed Unanimously

---

## Interim Executive Director's Report (by Dave Sullivan)

### Extended Hours

We're only getting a few extra patrons on our Tuesday evening extended hours (as few as 3), but we'll keep at it for now to see if it catches on to make it worthwhile to have 2 staff people present to support the extended hours.

### Energy Audit

We have not received the final report from Zero By Degrees. We have set aside \$10,000 in next year's budget for building energy improvements.

### FY17-18 Budget

Jane has prepared worksheets for us to use to prepare the next FY budget; the FY begins on 7/1/17.

Chris, Dave and Jane prepared a draft for review. The main differences from the current fiscal year include the salary for our new director, the energy audit work and work to repair the front steps.

### Water Fountain

Fountain is in place in Reference Room and available to staff and patrons. This has enhanced the experience for our patrons. We anticipate using three 5-gallon jugs per month.

### Front Steps

Michael is still waiting to hear back from the Civil Engineer. Our expectation is to engage his services to plan the work. Michael likes the third contractor best of the three we have received quotes from. (Total in budget for the next fiscal year is \$40k for this work.) The 3<sup>rd</sup> quote estimate is about \$30k.

## Interlibrary Loans

Books requested by our patrons at other libraries as well as those requested by other libraries' patrons of our books have increased dramatically since joining the Catamount consortium. The average monthly total has gone from 100 books per month to well over 500.

The courier service also means we are not paying for individual postage for books mailed out to other libraries as we pay a set fee for the biweekly pickups and drop offs.

## Elevator Room Water Leak

The leak in the elevator equipment room appears to be due to a faulty valve and hopefully not also ground water seepage. We must examine the best approach to repair/replace the drywall which has been compromised due to the water damage. We want to repair the drywall without having to remove the elevator equipment so that there will be minimum impact to our patrons.

Since we will have a consulting engineer for the front steps we can ask for his advice on whether there is a water seepage issue in the elevator equipment room.

---

## **Development (by Ann Sadowsky)**

- Many new people have made donations.
- The donations, in general have been larger.

## New Fund Raiser Concept

- Artist painting local scenes.
  - Single day event.
  - Partner with ArtistTree.
  - Sponsors will help to make this a success.
  - Paintings would be priced in the \$400 range.
  - A day over the Labor Day weekend could be a potential time for this event.
  - We need to check with other local organization to either collaborate and to not have this event conflict with another event (for example, the VINS art exhibit and sale).
  - The sentiment was that this would be most successful with tourists in town.
- 

## **Bookstock (by Anne Marinello)**

- We want to acknowledge Elizabeth Stevens for all her hard work related to Bookstock.
- Dave will co-chair the Library Coordinator position with Ann Debevoise.
- Reminder – this event is the last weekend in July – a 3-day event!
- Book sorting starts July 17<sup>th</sup> at the UU Church

This is a major library fund raiser, and we will be seeking help with sorting and selling books from the Board, Corporators and Friends as they are able.

---

## Nominating (by Ann Debevoise)

- Some trustee terms are expiring. If you are at the end of your 3-year 1<sup>st</sup> term then please let Ann know if you wish to serve a 2<sup>nd</sup> term.
  - If you have anyone in mind who you feel will make a strong contribution as a member of our board, then provide this input to Ann.
  - We are allowed 15 Trustees per the bylaws. We have 13 trustees now.
  - If you know of individuals who you would like to recommend as a corporator, then please pass this information on to Ann.
- 

## Welcoming for Amanda (by Anne Marinello)

- Ann S., Karen, Gary, and Bill will help to welcome our new director (Amanda) to the community.
  - We would like to organize times for her to meet:
    - Corporators
    - People from other non-profits
    - Trustees
    - Community leaders
    - Local business owners and staff
- 

## Next Meeting

July 17<sup>th</sup> at 5:15 PM

Note that there will be a board retreat in **August on Monday, the 21<sup>st</sup> from 10:00 AM to 2:00 PM.**

A focus of this board retreat will be to form strong functional committees and there may be other items on the agenda as well.

---

## Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn	Ann S.	Emily	Passed Unanimously

---

Respectfully submitted,  
Gary Horsman  
Secretary