

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD  
May 15, 2017

---

**Attending:**

Anne Marinello as President

Bill Colson, Ann Debevoise, Peggy Fraser, Karen Gilmour, Gary Horsman, Gennie Lawrence, Chris Lloyd, Ann Sadowsky, Linda Smiddy

Excused: Cathy Costello, Emily Boyd, Laird Bradley

Note: Quorum was present.

Call to Order at: 5:20 PM

---

**Announcements**

Ben Ford has resigned as a Trustee.

Anne Marinello will meet with Ben talk with him about his experience as a trustee.

---

**April 2017 Minutes**

There were three minor modifications.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve as modified	Gennie	Peggy	Passed Unanimously

---

**Treasurer's Report**

- It was observed that the annual appeal goal may not be met but that income from the Gala will help to offset any miss as the Gala exceeded its goal.
- The budget for fiscal year 2018 will be drafted by the Treasurer and the Interim Director with assistance from the Bookkeeper and Linda Smiddy who recently stepped down as Treasurer.
- The Budget will be presented to the board at the next board meeting which is on June 19<sup>th</sup>.

- We voted to waive a full Treasurer's report until the next board meeting.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to waive Treasurer's report until the next board meeting	Linda	Gennie	Passed Unanimously

### **Search Committee (by Bill Colson)**

- The focus now is on 2 candidates.
- Both will be invited to Woodstock for face-to-face interviews, a presentation to staff and other meetings with board members.
- Emily will send out the CVs of both candidates to all board members.
- Board members are invited to attend the sessions with the candidates which will be held on May 23<sup>rd</sup> and May 25<sup>th</sup> at the library from 10:15 AM to Noon.

### **Interim Executive Director's Report (presented by Anne Marinello)**

#### Gala

There was an excellent turn out and the atmosphere was outstanding.

#### Extended Hours

Patrons are taking advantage of the extended hours and we will continue to monitor visits during the extended hour time frame.

#### Energy Audit

Dave and the Executive Committee met with Jon Haehnel and reviewed the energy audit report. Jon answered all questions and will produce a final report for the library which will identify items he would set as priorities and include a cost/benefit analysis for each item identified in the report.

#### Front Steps

- We have received 2 quotes (\$20K and \$40K) and are waiting for a 3<sup>rd</sup>.
- We have a Civil Engineer review our situation and may have a Civil Engineer involved with the project.

### Water Cooler

We have purchased a water fountain that dispenses hot and cold water. Michael is considering a delivery service of the 5-gallon jugs.

### Children's Library – Grand Reopening

We had a “Grand Reopening” after the renovations of the Children’s floor on Saturday, May 13th. The anonymous donors who paid for the work were personally invited.

### Budget – 2018

The new budget goes into effect on July 1, 2017. Work will be completed for a review and approval by the board at the June Trustee meeting.

---

## **Development (Ann Sadowsky)**

- We are currently behind schedule with our fund raising.
- Now, we do not have a matching donation for the spring appeal. Note that we have always had a matching donation for the fall appeal but not for the spring appeal.
- Our annual appeal letter is ready to be sent out. The mailing date has been set as June 1<sup>st</sup>.
- Our annual ice cream social will be held on Saturday, June 10<sup>th</sup> from 12:00 – 3:00.

---

## **Gala (by Gennie Lawrence)**

- Appreciation was expressed to all board members.
- Special thank you was expressed for the contributions of Bobbie Dagger.
- We recognized the value of having Mimi Baird as the speaker. We will purchase a gift from Simon Pearce for Mimi.
- We sold 242 tickets for 232 seats.
- The 3 tables set up just outside the main room were set up with 8 place settings instead of 10. There was no issue with this arrangement.
- Preliminary financial figures are:
  - Income: \$63,035
  - Expenses: \$11,983
  - Net: \$ 51,052
- Gennie will head the Gala next year.

### Suggestions to Improve:

- Reduce bar “bottleneck” by operating a 2<sup>nd</sup> bar.
  - Consider placing Giving Tree Cards at each table.
  - Each board member should identify one additional person to help with the Gala. This suggestion was coupled with a request to encourage younger people to help.
-

### **Nominating (Ann Debevoise)**

- We are allowed 15 Trustees per the bylaws.
  - We have 13 Trustees now.
  - We are in the process of filling 2 trustee positions.
- 

### **Friends of the Library (Peggy Fraser)**

- The annual meeting of the Friends of the Library will be May 17<sup>th</sup> at 5:30 PM.
  - The Friends of the Library have organized a weekly bridge gathering which is being well-attended and enjoyed by patrons.
  - The new left-side garden will be planted this spring.
  - Puppies and Pooches is being organized with very good support from the chamber and the Woodstock Inn.
  - Note that August 26<sup>th</sup> is National Dog Day.
- 

### **Next Meeting**

June 19<sup>th</sup> at 5:15 PM

---

### **Vote to Adjourn**

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to adjourn	Gennie	Linda	Passed Unanimously

---

Respectfully submitted,  
Gary Horsman  
Secretary