

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.

Motion	1st	2nd	Vote
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 19th.

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

Motion	1st	2nd	Vote
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 23rd and May 25th 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 3rd.
- 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 1st.
 - Our annual ice cream social will be held on Saturday, June 10th from 12:00 – 3:00.
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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 2nd 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.
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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.
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Friends of the Library (Peggy Fraser)

- The annual meeting of the Friends of the Library will be May 17th 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 26th is National Dog Day.
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Next Meeting

June 19th at 5:15 PM

Vote to Adjourn

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

Respectfully submitted,
Gary Horsman
Secretary