

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## July 17, 2017

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### Attending:

Anne Marinello as President

In Attendance: Emily Boyd, Bill Colson, Ann Debevoise, Peggy Fraser, Karen Gilmour, Gary Horsman, Gennie Lawrence, Chris Lloyd, Ann Sadowsky, Linda Smiddy

Executive Director: Amanda Merk

Excused: Cathy Costello, Laird Bradley

Note: Quorum was present.

Call to Order at: 5:20 PM

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### Opening Remarks

We welcomed Amanda to her 1<sup>st</sup> board meeting.

We recognized David Sullivan for his contribution as Interim Director.

There will be a Corporators' event on July 25<sup>th</sup> from 5-7 to introduce Amanda to the Corporators.

### June 2017 Minutes

There was one minor modification.

Motion	1st	2nd	Vote
Motion to approve as modified.	Peggy	Chris	Passed Unanimously

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

- The value of our portfolio remains in a good position reflecting the performance of the market.
- We are now operating with the fiscal year 2018 budget which was approved last month.

Motion	1st	2nd	Vote
Motion to approve the Treasurers report	Ann S.	Ann D.	Passed Unanimously

## **Up-Coming Portfolio Review with Morgan Stanley**

There will be a portfolio review with Morgan Stanley on August 1<sup>st</sup>. Linda, Chris and Amanda will attend this.

## **Executive Director's Report (by Amanda Merk)**

### Glad Rags

The library will support the Glad Rag activity.

### Woodstock Magazine

Amanda was interviewed for Woodstock Magazine and there was a photoshoot as well. This will be a featured article in the up-coming issue of the magazine.

### DailyUV

There was also an interview with Amada in the DailyUV. Nicely done Amanda!  
Here is a link: <http://ow.ly/9tbx30fbFXj>

### Vermont Standard

Amanda will make a regular contribution to the Vermont Standard.

### Building & Grounds

We have defined whom we will use as the Structural Engineer (Christopher C. Benda of Lalancette Engineers) for the repair of the front steps. We also have a preference for the contractor and are waiting for the final report and proposal before proceeding. We have budgeted for this work for fiscal year 2018.

The work will start in October 2017.

### HVAC

We have received an input from our heating system maintenance vendor that our control panel is outdated and will need to be replaced.

### Personnel

Amanda has been having 1:1 sessions which are designed to get to know each other and for Amanda to learn what each staff member is currently doing.

## Security

The library staff will be trained in safety procedures by the Woodstock Police.

The police have also advised that we invest in security cameras (estimated at \$500 total) and a Knox Box rapid entry system with an access key (\$50-\$75 item). Dave is looking into security cameras and a people counter as recommended by the board.

We also want to upgrade our door counter. This item is in the fiscal 2018 budget.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve spending for these 3 items.	Ann S.	Linda D.	Passed Unanimously

## Professional Development

Amanda will attend a conference in Andover, MA, with Library Directors from all over New England during the week of August 14<sup>th</sup>. The Vermont Library Association will fund this.

## Assistant Director's Position

A job description will be created jointly by Dave and Amanda.

A salary recommendation will be made by Amanda.

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

Ann Sadowsky would like us to consider an "Artist Day" as a fund-raising activity for next Spring or Summer.

## New Fund Raiser Concept

- Artists painting local scenes.
  - Single day event.
  - Partner with Sustainable Woodstock.
  - Sponsors will help to make this a success.
  - Paintings would be priced in the \$400 range.
  - We need to check with other local organizations 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.
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## **Bookstock (by Anne Marinello)**

- Volunteers needed
- Amanda will put the call out for volunteers using our e-mail list.
- A letter to recognize the work of Elizabeth Stevens will be drafted by Anne Marinello

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## Nominating (by Ann Debevoise)

- Officers were officially elected as proposed by Ann Debevoise  
Anne Marinello as President  
Bill Colson as Vice President  
Chris Lloyd as Treasurer

Motion	1st	2nd	Vote
Motion to approve these officers as presented by Ann	Emily Boyd	Ann S.	Passed Unanimously

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## Board Retreat

There will be a board retreat on August 21<sup>st</sup> from 10:00 AM to 2:00 PM.

There will be a presentation and discussion which will be led by Lara Keenan of the Vermont Library Association.

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## Friends of the Library

There will be a Puppies and Pooches on Parade event on the Woodstock Green on August 26<sup>th</sup> from 10:30 – 12:00. All are invited. This is a library fund-raising event organized by the Friends of the Norman Williamson Public Library.

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## Next Meeting

September 18<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.

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## Vote to Adjourn

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

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Respectfully submitted,  
Gary Horsman

Secretary