

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

September 18, 2017

Attending:

Anne Marinello as President

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

Executive Director: Amanda Merk

Excused: Linda Smiddy

Absent: Cathy Costello

Note: Quorum was present.

Note: Michael Ricci and David Sullivan attended part of this meeting to present specific topics.

Call to Order at: 5:15 PM

Paintings and Drawings

Michael Ricci presented 3 painting and 3 associated drawings from the estate of Vermont artist John Paulus Semple.

These paintings and drawings will be a gift to the library. The estimated value of this gift is \$3,000 and if we accept this gift it will have no impact on our insurance.

It was proposed that the board vote whether to accept this gift or not by Anne Marinello.

Motion	1st	2nd	Vote
Motion to accept the gift.	Ann Sadowsky	Emily Boyd	Passed Unanimously

Anne Marinello will write a thank you letter to Mallory Semple.

Michael Ricci then provided the board with an update on the repair of the front steps. All aspects of the repair have been studied, we have funded this project properly, and the repair work will start in the 3rd or 4th week of October.

Michael Ricci also made us aware that we need signatures for the town meeting warrants for both Woodstock and Bridgewater. The board reviewed the warrants and voted to accept or reject the warrant amounts.

Motion	1st	2nd	Vote
Motion to accept the petition and the warrant amount for Woodstock	Karen Gilmour	Chris Lloyd	Passed Unanimously

Motion	1st	2nd	Vote
Motion to accept the petition and the warrant amount for Bridgewater	Chris Lloyd	Anne Marinello	Passed Unanimously

Note: Chris Lloyd suggested we should seek a Bridgewater resident to be on the board.

David Sullivan provided us with a status update on the security cameras. We learned that the security cameras could not be provided by Comcast as it would require too much new and intrusive wiring. Wireless solutions will be researched by David.

When Comcast did the evaluation for the security cameras, they discovered that our Internet connection signal strength was low and they set up a parallel line to boost the signal. This was done at no cost to the library.

David is still conducting research on a new door counter.

Michael Ricci gave a summary view of fund raising and he emphasized the following:

- We need to find a matching grant for the spring appeal.
- We need to ensure that we repeat the excellent support we received from the business community for the gala.
- We should give careful thought as to whether and how to increase donations on the night of the gala.

Michael and David excused themselves from the meeting at this time.

August 2017 Minutes

There was a board retreat in August and therefore no minutes.

Treasurer's Report (by Chris Lloyd)

- The value of our portfolio remains in a good position reflecting the performance of the market.
- On September 5th, the library received a distribution from the endowment of \$51,500. This distribution was planned and consistent with the budget.
- We are close to the category limit in the portfolio for equities. We are now at 68% and the limit is 70%. We may have to make some minor adjustments.

Motion	1st	2nd	Vote
Motion to approve the Treasurer's report	Peggy Fraser	Ann Sadowsky	Passed Unanimously

Executive Director's Report (by Amanda Merk)

The Executives Directors report is attached for reference.

Amanda noted that we received a donation from the Friends of the Library of \$690. She expressed her appreciation for this.

Nominating (by Ann Debevoise)

- Emily Boyd is leaving the board with a new job that takes her out of the area. Karen Gilmour is also stepping down as this is the end of her term.
- Emily will submit her letter of resignation to Phil Swanson as she is both a board member and the Town of Woodstock Representative.
- Gennie Lawrence proposed that, in recognition of these two departing board members, we purchase two books, one selected by Emily, the other Karen. A permanent notification of their service to the library as board members will be placed inside the front cover of each book.

Motion	1st	2nd	Vote
Motion to approve these officers as presented by Gennie	Ann Debevoise	Laird Bradley	Passed Unanimously

- Ann announced that Barbara Simmons has agreed to become a member of the board and she will be presented and voted on at the annual meeting on October 5th.
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Gala (Gennie Lawrence)

- We need to consider how we can maximize donations on the night of the event. We must do this carefully as we do not want to detract from the speaker.
 - Gennie would like all board members to think of volunteers for this event.
 - We are still seeking ideas for a speaker. Please pass your ideas on to Gennie.
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Annual Meeting

Our annual meeting will be held on Thursday, October 5th at 5:00 PM in the Mezzanine of the Library.

Other Business

Gennie Lawrence made a case for the library to become a member of the Preservation Trust. This is an organization that accepts grant proposals for things such as artwork, digitization, security, and building preservation and repairs. There are 43 granting organizations connected with the Preservation Trust.

Membership will benefit the library.

The board approved this and Amanda will follow up on joining.

Next Meeting

October 16th, at 5:15 PM

Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn	Gary Horsman	Peggy Fraser	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary