

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## November 13, 2017

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### Attending:

Anne Marinello as President

In Attendance: Bill Colson, Ann Debevoise, Peggy Fraser, Gary Horsman, Gennie Lawrence, Chris Lloyd, Ann Sadowsky, Barbara Simmons

Executive Director: Amanda Merk

Excused: Roland Moore

Absent: Linda Smiddy

Note: Quorum was present.

Call to Order at: 5:18 PM

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### Board Members

Laird Bradley and Cathy Costello submitted their resignations and each resignation was accepted with regrets by the board.

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### October 2017 Minutes

The minutes from our October board meeting were presented and discussed and we voted to accept.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve the October minutes	Ann Sadowsky	Chris Lloyd	Passed Unanimously

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### Treasurer's Report (Chris Lloyd)

- We are right on plan from a budgetary perspective – both income and expenses.
- The library's portfolio continues to perform well reflecting the performance of the overall stock market.

- We discussed and agreed to publish financial statements to the public every 6 months and to make them available on the website.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to publish a financial report on the website every 6 months and to continue to review the financial details of the library at the monthly board meeting.	Ann Sadowsky	Gennie Lawrence	Passed Unanimously

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve the Treasurer's report	Gennie Lawrence	Ann Sadowsky	Passed Unanimously

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

Amanda presented many items in her report which were updates on:

- Security Cameras
- Repair of front steps
- Programs
- Grant to Woodstock Economic Development Commission for the repair of our front steps – this was declined by the Woodstock Development Commission as their funding is not for the preservation of building.
- Window Washing
- Front steps Accident
- Bridgewater Petition and Bridgewater Pancake Breakfast

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

- There has been no update from the town on the position of the town representative.
- We are in the process of adding 2-3 more trustees.

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

- Annual appeal letters are being sent out and will be completed by November 16<sup>th</sup>.
- The entire board wants to extend its appreciation to Ann Sadowsky for her excellent work to organize the activity related to the annual appeal.
- The entire board also want to recognize and express its appreciation to Michael Ricci for his excellent support to the annual appeal.

## Gala (Gennie Lawrence)

- A letter to our 1<sup>st</sup> choice of speaker has been sent. We should have a response to this letter soon.
  - We have an excellent speaker in mind if our number one choice is not available.
  - A special Gala advisory committee has been formed.
  - Gennie suggested that we create a document that defines the specific roles for the gala committee. This would serve as a reference document for people who will manage this important fund-raising event in the future. Gennie will take the lead on this.
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## New Business

### Garden Club Grant

We have received a \$500 Garden Club grant to support cleaning up the area behind the library and removing a tree.

Anne Marinello will take before-and-after pictures related to the work done due to this grant.

### Library Board and The Friends of the NWPL

Key Points:

1. We need to be clear about how the board of the library and the board of the Friends will support each other.
2. In the **Short Takes for Trustees** document (a copy was given to each trustee) there is a section which suggests that a member of the library board should not also serve as a member of the Friends board.
3. We agreed that no current Friends members should be asked to resign from the library board.
4. There may be a need to have additional discussion to understand any potential conflicts and to ensure the best interests of the library is always the top priority.
5. We agreed to table this discussion until the January 2018 board meeting so that Peggy Fraser can be present.

### Holiday Party

A holiday party will be organized for the staff.

This will be organized by Kathy Beaird and Anne Marinello.

### Going Away Party for David Sullivan

We will organize a going away party for David Sullivan. This may need to be in January and we intend to invite the town and surrounding communities served by the NWPL.

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## Next Meeting

December 18th, at 5:15 PM

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## Vote to Adjourn

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to adjourn at 6:55 PM	Ann Sadowsky	Barbara Simmons	Passed Unanimously

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Respectfully submitted,  
Gary Horsman  
Secretary