

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## December 18, 2018

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### Attending:

Anne Marinello as President

In Attendance: Laurie Chester, Bill Colson, Ann Debevoise, Gary Horsman, Gennie Lawrence, Chris Lloyd, Barbara Simmons, Linda Smiddy

Executive Director: Amanda Merk

From the Community: Drew Lewis

Excused: Roland Moore, Peggy Fraser, Ann Sadowsky

Note: Quorum was present.

Call to Order at: 5:17 PM

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### Board Members

Laurie Chester attended her first board meeting and we started the meeting with introductions.

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### November 2017 Minutes

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

Motion	1st	2nd	Vote
Motion to approve the November minutes	Ann Debevoise	Bill Colson	Passed Unanimously

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### Treasurer's Report (Chris Lloyd)

- Logging into QuickBooks online by Chris and Amanda will be established.
- We are starting to receive income from the annual appeal.
- The library's portfolio continues to perform well reflecting the performance of the overall stock market.
- We will invite Morgan Stanley to do a general review of our portfolio in January.
- Chris will also ask someone from Morgan Stanley to attend a board meeting to provide the entire board with an overview and to allow the board to ask questions.

- We discussed and agreed to publish financial statements to the public **one time per year** and this supersedes all prior decision.
- The report of the financial statements will be based on financial documents prepared by Tyler, Simms & St. Sauveur, CPAs, P.C. as they are the library's CPA.
- The once-per-year report to the public will be presented at the annual meeting in October and published on the website.

<b>Motion</b>	<b>1st</b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to publish a financial report on the website and at the annual meeting once per year and to continue to review the financial details of the library at the monthly board meeting.	Linda Smiddy	Gennie Lawrence	Passed Unanimously

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

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

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

- The Smart Classroom

Amanda outlined what could be done from an AV perspective. She has received input from Macy Lawrence and Ron Miller.

- Amanda's Review

Amanda is looking forward to her performance review from the board.

- Giving Tuesday – November 28<sup>th</sup>

- The Bill & Melinda Gates Foundation promotes Giving Tuesday and announced that it would match up to \$2M in donations this year. We made an announcement to the community that made sense but that also could have been misleading as any donation made to the library would not necessarily qualify for a match from the foundation. Perhaps, many who received the notification would understand this, but we felt we should be clear about this in any future announcements.

## **Nominating (Ann Debevoise)**

- The nomination committee is still working to identify candidates to fill the vacant trustee positions.
  - We have not received an update from the town on the position of the town representative.
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## **Development (Amanda and Chris)**

- Annual appeal fund raising is proceeding well.
  - The business appeal letters have now been sent out.
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## **Gala (Gennie Lawrence)**

- We have booked a speaker for April 29, 2018. Our speaker will be Jack Beatty who was a senior editor at The Atlantic and is a news analyst for NPR's On Point Program.
  - A gala meeting will be scheduled for early in the new year.
  - Gennie wants us to consider including a tribute to a community member for their support to the library and community to be presented at the gala.
  - We discussed the idea of a sliding scale for tickets and we agreed that all tickets prices should be set to a single price. We also discussed whether we should have another event designed to be a fund raiser but with a lower ticket price.
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## **Building & Grounds (Amanda)**

- The front steps have been completed
  - We are working to implement the suggestions of the energy audit up the budgeted amount of \$10K. We are now requesting and receiving quotes.
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## **Town Petitions (Amanda)**

- We now have about one-half of the necessary signatures for the Woodstock and Bridgewater petitions.
  - The due date is January 18<sup>th</sup>.
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## **Bylaws (Linda Smiddy)**

The bylaws committee has received input from Karen Gilmour, Ann Debevoise, Chris Lloyd, Ann Sadowsky, and Jack Maguire.

## Corporators

There has been extensive discussion on corporators.

- The intention is to reduce the number of corporators which is now about 100 to 30-40 and to make it clear to the corporators that they have a governance role.
- The committee may also recommend a new voting procedure.
- The committee may recommend a new name for the position of corporator and the new name proposed is corporate member.
- Amanda suggested that when the committee has completed their review of the position of a corporator and changes accepted by the board then this could be a good informational article for the Vermont Standard.

Next bylaws committee meeting: To be scheduled for January

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## **New Business**

### Personnel Committee

Currently Bill Colson is heading this committee. He may request help from other trustees from time to time as needed.

### Farewell Party

There will be a farewell party for David Sullivan on January 13<sup>th</sup> from 5:00-7:00 PM on the mezzanine. The board recommended a special gift to be purchased as a remembrance for David which is based on his suggestion to be a comfortable chair for reading.

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## **Next Meeting**

There is a national holiday on January 15<sup>th</sup> in honor of Martin Luther King Jr. Our next board meeting will therefore be on January 22<sup>nd</sup>.

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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