

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## February 26, 2018

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### Attending:

Anne Marinello as President

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

By Phone: Roland Moore

Executive Director: Amanda Merk

Guests: Meg Brazill, Ron Miller, Willa Nohl, Louise Schwebel,

Excused: Linda Smiddy

Note: Quorum was present.

Call to Order at: 5:18 PM

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### Friends – Memorandum of Understanding

Peggy Fraser passed out a handout from the ***United for Libraries*** organization. The handout was titled tip sheet #4 – Tools for Trustees. This handout was a sample memorandum of understanding between a Friends Organization and a Library.

Peggy Fraser also announced her resignation from the library board effective March 10, 2018.

Peggy Fraser updated the library board that the original draft memorandum of understanding which was crafted by the Friends - and now reviewed by the library executive committee and returned to the Friends - is now under review by the Friends.

We agreed to table this topic. Peggy Fraser noted that the Friends are now working on their bylaws and will incorporate the final version of the memorandum of understanding into their bylaws once an understanding has been reached.

### Additional Comments:

1. Ann Sadowsky wanted to highlight that when someone pays membership dues to the Friends organization that it should be noted, by the Friends, to the individual, that this is not a donation or contribution to the library.
2. Peggy Fraser noted that the Friends do not solicit donations.
3. Peggy Fraser passed out a Friends membership form and encouraged all trustees to support the Friends by becoming members.

We all expressed our appreciation to Peggy Fraser for the outstanding work she has done as President of the Friends and for her contributions to the library as a trustee.

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### **January Board Meeting Minutes (Gary Horsman)**

The January minutes were approved with a change to the section on the Memorandum of Understanding. We voted to accept the minutes as drafted with the single exception to table the discussion on the Memorandum of Understanding until the February board meeting.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve the January minutes as amended.	Gennie Lawrence	Ann Sadowsky	Passed Unanimously

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

- Annual appeal income continues to be received and is now ahead of plan.
- Book sales are strong.
- We are on plan with expenses versus revenue.
- Our payroll – projected to the end of February will be on plan.
- A meeting with Morgan Stanley is scheduled for March 1<sup>st</sup>.
- The final appropriation for fiscal year 2018, from the Town of Woodstock, has been received.
- The Bridgewater community will vote on an appropriation to the NWPL in March.

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

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

#### **Energy Audit**

At the start of Amada's report Ann Sadowsky emphasized the need to update the donor, who has made the donation for the energy audit, on the status of the energy audit.

#### **Room of Requirement**

1. We plan to move the table which is now in this room to the mezzanine.
2. Amanda will investigate installing a heavy curtain at the doorway instead of a door. This will make the area more private and help to reduce sound distractions from and into the room.
3. Amanda will find a new location for the water cooler.
4. Amanda will organize a 2<sup>nd</sup> meeting to define community interests/needs for the use of this space. She will invite the Woodstock History Center, The Thompson Center, The Friends of the NWPL and other relevant community organizations.

The board agreed with the above.

#### Additional Comments:

1. Peggy Fraser wanted to note that we should look for opportunities to collaborate with The Thompson Center.
  2. Meg Brazill volunteered to create a list of current teen activities for Amanda.
  3. Ron Miller wanted to make sure that we include the Optimist Center in discussions about this space.
  4. Gennie Lawrence stressed that we need to know what programs are now being offered in the area so that we do not duplicate programs or cause conflicts with other groups/organizations.
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#### **Fundraising (Anne Marinello)**

Anne presented a list of potential business donors and wanted the trustees to review the list for people or businesses we knew well and to make a personal phone call to these businesses to help raise funds for the library from the Woodstock area business community.

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

We continue to seek possibilities for a matching donor.

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#### **Gala (Gennie Lawrence)**

- There will be a special community award presented at the Gala.
  - "Save the Date" cards have been sent out.
  - We are establishing the advertising rollout for the Gala.
  - Tables are designed to seat 10 but we may be able to seat 11 at a table if necessary.
  - Hors d'oeuvres will be catered.
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#### **Bookstock (Anne Marinello)**

Between the January and February board meetings, Anne Marinello did a significant amount of work to identify ways to replace the inability of the UU Church to support the 2018 Bookstock as a staging area for book sorting and storage.

Anne Marinello learned that the Masonic Temple (ground floor) can be used as a staging area (2 weeks before the Bookstock weekend). The cost may be a reasonable donation (TBD) to the Masonic Temple (technically it could be free but a donation to them for helping would be appropriate).

Anne Marinello also learned that the Simmons House (next to the Masonic Temple) could also be used as a storage area. Again, this could be free, but a donation would be appropriate.

Again, we have not committed to using either the Masonic Temple or the Simmons House. But These locations would work very nicely as a staging area.

Anne Marinello has contacted Change the World Kids to see if they could help. If they help, then the library would donate to Change the World Kids (the amount TBD).

To identify these three opportunities to bring in community support for the book sale component of Bookstock 2018 is excellent work by Anne Marinello and we can move forward supporting the book sale even with the loss of the UU Church as a staging area.

Currently there is no coordinator for the book sale. This need has to be filled soon.

#### Additional Comments:

Barbara Simmons wanted to understand how we, as a board, make decisions on activities and commitments by the library on Bookstock. She realizes that the library has participated in the past and wants to make sure we resource our involvement properly so that we do our usual good job.

Ron Miller, who was representing Bookstock at the meeting, said that Bookstock has monetary responsibility for the weekend's events. He made a point that we also need tables and that the tent rental fee (paid by Bookstock) can be paid after the Bookstock weekend.

Meg Brazill excused herself from the meeting at this point (6:50 pm).

Chris Lloyd made the point that Bookstock could hire a coordinator and that this person could also be a library employee.

Peggy Fraser agreed that the coordinator should be hired by Bookstock.

Anne Marinello noted that in the past the book sale coordinator has been a volunteer.

Peggy Fraser wanted us to consider what other community organizations have a significant reason to help Bookstock to be successful. She cited the Woodstock Chamber and the Woodstock Inn. She wanted us to consider how to collaborate with other community organizations to help with costs and/or personnel.

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

- The nomination committee is still working to identify and interview candidates to fill the vacant trustee positions.
- Ann Debevoise is working with the town to define the town representative.

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### **Roland Moore**

Roland is working on a book which will be on The History of the Norman Williams Library. He will present on this topic at a future board meeting.

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## Next Meeting

Our next board meeting will be on March 19<sup>th</sup> at 5:15 PM.

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## Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:05 PM	Ann Sadowsky	Gennie Lawrence	Passed Unanimously

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Respectfully submitted,  
Gary Horsman  
Secretary