

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

January 22, 2018

Attending:

Anne Marinello as President

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

By Phone: Roland Moore

Executive Director: Amanda Merk

From the Community: Jordan Engel
(Jordan joined us for the discussion on Bookstock and left after this discussion)

Excused: Laurie Chester, Ann Sadowsky

Note: Quorum was present.

Call to Order at: 5:20 PM

December 2017 Minutes

There were some minor modifications to the draft minutes which we discussed. We voted to accept as amended

Motion	1st	2nd	Vote
Motion to approve the December minutes	Chris Lloyd	Barbara Simmons	Passed Unanimously

Treasurer's Report (Chris Lloyd)

- Our income is matching our expenses and the budget.
- We received approximately \$9K on Giving Tuesday.
- Book sales are ahead of plan.
- We continue to receive income from the annual appeal.
- The library's portfolio continues to perform well reflecting the performance of the overall stock market.
- An investment review meeting will be organized with Morgan Stanley in February.

Motion	1st	2nd	Vote
Motion to approve the Treasurer's report	Gennie Lawrence	Ann Debevoise	Passed Unanimously

Executive Director's Report (Amanda Merk)

Bookstock

Amanda asked Jordan Engel to provide a report on Bookstock. Jordan is the Bookstock coordinator.

Jordan Engel's Summary

- The 2018 Bookstock will be the 10th Woodstock Bookstock Festival.
- Jordan emphasized the importance of Bookstock to the Woodstock community.
- Jordan made us aware that Lynn Peterson will not be involved in Bookstock 2018 to the level he was in the past. Lynn is willing to consult and volunteer. Lynn will no longer be the coordinator from the UU Church.
- There is doubt as to whether the UU Church will participate.
- Historically there was a 50/50 split between the library and the UU Church related to book sales. Last year the gross sales were \$11,500.
- Note that if there is no participation by the UU Church and book sales are managed by the library then all sales will be top line income for the library.

Bookstock 2018 Needs

We primarily need a coordinator for the book sale and a place to store and sort the books (since the UU church is doing some upgrades and will not have space for book storage or sorting). Jordan and the coordinator will work on finding volunteers.

The library is not currently staffed to handle the organization of the Bookstock book sale. We will have to examine this in the near term to determine how we can best contribute.

Jordan Engel excused himself from the meeting at this time.

"Smart Classroom" (the "Room of Requirement" space)

The community will be invited to share their ideas for the best use of that room. A charrette will be organized to gain ideas and receive input to help us map out solutions to best use the library space.

Amanda would also like to get the front desk involved in asking patrons what they would like to see developed within the space now referred to as The Room of Requirement.

Amanda would like to form a working group which would include Macy Lawrence, Ron Miller, Travis Hellstrom, a library staff member, and 2 library trustees.

New Mic and Sound System

The Friends have generously approved a contribution to the library so that we can purchase a new sound system. This will be a very nice addition to the library presentation equipment and the donation is an excellent contribution from the Friends.

Artwork

Amanda noted that we need to have a plan for the placing of artwork which has been donated to the library.

Amanda also noted that the plan needs to address how a piece of art will be protected and how it will be rotated for display with other artworks.

Gennie noted that this topic needs to be examined in a holistic manner as any space in the library relates to any other space.

Nominating (Ann Debevoise)

- The nomination committee is still working to identify and interview candidates to fill the vacant trustee positions.
 - The town has not received any applications for the town representative.
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Development (Chris Lloyd)

- Business appeal donations are being received.
 - The plan is to have the spring appeal letters sent out no later than May 25th.
 - As noted in the Treasurer's report a meeting will be organized with Morgan Stanley.
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Special Voting Resolution

Morgan Stanley requires four names on their form to approve who can give them direction for use of the funds.

Morgan Stanley suggest the following positions sign this form:

- Executive Director
- Board President
- Board Vice President
- Treasurer

The secretary must document these signatures.

The board must formally vote to approve who can provide direction to Morgan Stanley.

We discussed and agreed that no single person of the four defined shall independently provide direction to Morgan Stanley. Two of the four must consult and approve each decision related to providing direction to Morgan Stanley.

Motion	1st	2nd	Vote
Motion to approve decision making and access to Morgan Stanley	Gennie Lawrence	Peggy Fraser	Passed Unanimously

New Business

Personnel Committee

A meeting will be held before the next board meeting to discuss the staff compensation budget.

Friends – Memorandum of Understanding

Peggy, who is The President of the Friends, presented a draft document which will be reviewed and possibly amended by the library trustees.

We voted at the February board meeting to amend this section of the January minutes on the Memorandum of Understanding to table the discussion on this item until the February board meeting.

Motion	1st	2nd	Vote
Vote to amend and to table discussion until the February board meeting and to approve the January minutes with this amendment.	Gennie Lawrence	Ann Sadowsky	Passed Unanimously

Note that the memorandum passed out at the January board meeting had been reviewed by the Executive Committee of the Friends.

Next Meeting

There is a national holiday on February 19th.

Our next board meeting will therefore be on February 26th.

Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:05 PM	Linda Smiddy	Barbara Simmons	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary