

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## March 19, 2018

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### Attending:

Anne Marinello as President

In Attendance: Joe Boyd, Laurie Chester, Bill Colson, Ann Debevoise, Gary Horsman, Gennie Lawrence, Chris Lloyd

By Phone: Linda Smiddy

Executive Director: Amanda Merk

Excused: Roland Moore, Ann Sadowsky, Barbara Simmons

Note: Quorum was present.

Call to Order at: 5:16 PM

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We started the meeting with a vote to recognize Joe Boyd as a trustee.

Motion	1st	2nd	Vote
Motion to approve the nominating committee recommendation to accept Joe Boyd as a trustee of the library.	Ann Debevoise	Chris Lloyd	Passed Unanimously

We then welcomed Joe Boyd to the board. We anticipate that his skills and experience will be strong assets to our board and we look forward to his participation.

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### February Board Meeting Minutes (Gary Horsman)

We voted to approve the February minutes.

Motion	1st	2nd	Vote
Motion to approve the February minutes as amended.	Gennie Lawrence	Laurie Chester	Passed Unanimously

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

- Portfolio: Well managed with performance closely tied to the overall market.
- Budget: Income is on plan. Expenses are \$7,800 ahead of plan.
- Budget planning for our next fiscal year has started. A draft budget should be available for board review in May.
- The Bridgewater community vote on an appropriation to the NWPL was approved.

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

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

### **HVAC**

We are in the process of receiving quotes for work to update and improve our HVAC system. This is in conjunction with the energy audit and will help to lower our costs and improve the comfort level of our patrons.

### **Digitization Projects**

Our digitization work will focus on our patrons and we are conscientious to not create any conflicts with the Woodstock History Center.

The intent is to support our patrons with the digitization of their own personal history.

If a specific digitization project appears to be significantly related to Woodstock history and bigger than a personal history, then we will refer the project to the Woodstock History Center. Anything related to Woodstock History will be referred to the History Center to ensure we are not competing with them.

### **Personnel**

1. We voted to a change to the vacation carryover policy. The vacation carryover policy will be changed to better support vacations for staff and to minimize vacation conflicts due to the carryover of vacation days into a new calendar year. Vacation days are to be used within a given calendar year.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve vacation carryover policy.	Gennie Lawrence	Joe Boyd	Passed with one board member opposed.

Note that since this policy modification was announced to the staff in March of 2018 any carryover will be extended to March of 2019. Effective with the calendar year 2019 there will be no carryover except with the discretion and approval of the Executive Director.

2. Vacation time is now being reserved on a first-come-first-served system recorded on the vacation calendar.

## **Building and Grounds**

Amanda is researching methods to make the Room of Requirement more private by installing a pocket door or a heavy sound dampening curtain.

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## **Development (Chris Lloyd)**

- We are looking at opportunities to create a matching grant.
  - We will examine whether trustees can help to create this matching grant.
  - It was noted that there is a marketing benefit to stating that the library trustees have contributed to the matching grant.
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## **Gala (Gennie Lawrence)**

- We should look for all opportunities to bring on some new volunteers. It would be good to present this volunteer opportunity to younger members of our community.
  - The gala menu has been finalized.
  - Hors d'oeuvres will be provided by caterer Claire Mayock of Hard Rock Kitchens and coordinated with the main menu.
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## **Bookstock (Anne Marinello)**

- Both the Masonic Hall and the Simmons House can be available for staging and storage. Bookstock will make an appropriate donation for the use of either location.
  - The library will support the Bookstock book sale in our historic role.
  - The coordinator of the book sale position will be filled by Bookstock.
  - Breakdown of income from the book sale is still to be determined.
  - A meeting will be set up between Bookstock and the NWPL to determine the distribution split of the book sales.
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## **Nominating (Ann Debevoise)**

Ron Miller has been nominated as a trustee and will also apply to be the Town Representative.

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## Next Meeting

Our next board meeting will be on April 16<sup>th</sup> at 5:15 PM.

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## Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:12 PM	Bill Colson	Laurie Chester	Passed Unanimously

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Respectfully submitted,  
Gary Horsman  
Secretary