

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## April 23, 2018

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### **Attending:**

Anne Marinello, President

In Attendance: Joe Boyd, Bill Colson, Ann Debevoise, Gary Horsman, Gennie Lawrence, Roland Moore, Linda Smiddy

Excused: Laurie Chester, Chris Lloyd, Ann Sadowsky, Barbara Simmons

Guests: Jireh Billings, Ron Miller

Note: Quorum was present.

Call to Order at: 5:17 PM

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### **Special Book Project**

Our guest, Jireh Billings and Trustee Roland Moore provided us with an overview of their book project.

The project will be to create a book on the NWPL, its relationship with the town and with the history of the town. This project will be in cooperation with the Woodstock History Center to ensure we maintain our good relationship with this important Woodstock organization.

It is expected that Arcadia Publishing will publish the book.

It is anticipated that the author will be Frank J. Barrett Jr. who has done work with both Arcadia Publishing and Woodstock in the past.

The board is collectively in support of this project.

There was some discussion about who would own the rights to the materials in the book and Roland Moore will investigate this.

We also discussed the distribution of income from the sale of this book and this will be worked out in the future.

At this point Jireh Billings excused himself.

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## **Appreciation & Gratitude (Anne Marinello)**

Led by Anne, the board expressed their appreciation for the work done on the Gala by Ginnie Lawrence, Meg Brazill, Michael Ricci, and Bobbie Dagger. We also thanked Anne Marinello for her work on the Gala.

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

We voted to approve the March minutes with minor modifications.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve the March minutes as amended.	Gennie Lawrence	Linda Smiddy	Passed Unanimously

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## **Treasurer's Report (Joe Boyd)**

- Income is effectively on budget (0.48% lower than the budgeted amount).
- Expenses are lower than the budget by 4.37%.
- Cash-on-Hand is at our historical level.

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to approve the Treasurer's report	Linda Smiddy	Roland Moore	Passed Unanimously

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

The report of Amanda Merk had been published prior to the meeting and was not reviewed at this meeting.

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## **Gala (Gennie Lawrence)**

- Ticket sales are on target. We expect to sell out the room.
- We have a plan for the wish list such that there will be list of items at each table and library staff will be available to answer questions. Amanda will also remind people about the wish list during her remarks. Jane Blanchard will be at the welcome table to accept donations.
- Two bars will be in place and this has been confirmed by the inn.

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## **Nominating (Ann Debevoise)**

Ron Miller has applied to be the town-appointed library trustee. This will be voted on by the town trustees on May 15<sup>th</sup>.

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## **Development (Anne Marinello)**

- We are working to establish a matching grant for the spring appeal by asking for contributions from the trustees.
  - We have raised \$12K towards our goal of \$15K to \$25K.
  - To provide a matching grant will help boost performance of the spring appeal.
  - We also continue to look for opportunities for a matching grant from a benefactor.
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## **Bookstock (Anne Marinello)**

- Bookstock is still seeking a volunteer coordinator.
  - This volunteer position may convert to a paid position which would be a half-time temporary position for an estimated 6 weeks.
  - Note that Bookstock is a 3-day event on July 27, 28, and 29.
  - Note also that the library will support the Bookstock book sale in our historic role.
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## **Room of Requirement**

- We will develop a professional plan for the Room of Requirement.
  - We also intend to apply for a grant for AV equipment for this room.
  - Our intention is to work with an AV consultant to understand issues with the room and to define a master plan which will then complement any grant proposal.
  - The AV will assist us in writing the specifications for the room and the AV equipment.
  - The board endorsed this project.
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## **Other Discussion**

Linda Smiddy brought up that the board reconfirmed its commitment to the following as approved by the board last year:

1. Provide in each annual budget funding for an annual financial review conducted by the library's CPA firm. The annual financial review will be done at the close of each fiscal year and will provide the financial statements presented at each annual meeting.
2. Every three years there will be funding, in the applicable budget, for a full financial audit to be conducted by the library's CPA firm. The audit will be done at the close of the applicable fiscal year and will provide auditable financial statements for financial reviews and which can be used in grant applications.

Note: It will not be necessary to conduct a financial review during the years of the full financial audit.

## Next Meeting

Our next board meeting will be on May 21<sup>st</sup> at 5:15 PM.

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## Vote to Adjourn

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

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Respectfully submitted,  
Gary Horsman  
Secretary