

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

December 10, 2018 Board Meeting

Attending:

Bill Colson, Acting President

Board Members in Attendance: Joe Boyd, Laurie Chester, Mark Hall, Gary Horsman, Chris Lloyd, Ron Miller, Roland Moore (by phone), Gina McAllister, Barbara Simmons

Executive Director: Amanda Merk

Note: Quorum was present.

Call to Order at: 5:20 PM

November Minutes (Gary Horsman)

We voted to approve these minutes.

Motion	1st	2nd	Vote
Motion to approve the minutes of the November board meeting.	Barbara Simmons	Chris Lloyd	Passed Unanimously

Treasurer's Report (Joe Boyd)

- We discussed and agreed that a summary report, prepared for the board meeting, will be fine. A detailed review each month was not deemed necessary.
- An update on the performance of the portfolio will be provided in summary for each meeting. The portfolio value will not be published in the minutes.
- A short statement about our cash position will also be presented at each board meeting.

Motion	1st	2nd	Vote
Motion to accept the Treasurer's report as presented.	Chris Lloyd	Laurie Chester	Passed Unanimously

Executive Director's Report (Amanda Merk)

1. Amanda's report had been published previously to the trustees. We did not discuss her report and did not have any questions or concerns about her report.

2. We passed a card for Phil Swanson. All Trustees signed this.
3. We will not proceed to name the new AV room (present Room of Requirement) until we have had a chance to appraise all contributors to the funding.
4. Amanda will continue to research issues related to non-resident fees.

Development (Laurie Chester)

Sources	This Year (YTD)	Last Year (YTD)
Fall Appeal	25,071	21,856
Special Unrestricted Donation	5,000	5,000
Book Sales	4,700	n/a
Town Funding	On Plan	
Note that the YTD figures are for the same time frames for each respective year.		

- A pledge of \$6,000 from The Friends of the Norman Williams Public Library was made for the new AV room. The board felt this is a very generous donation and significantly appreciated.
- The Giving Tree which was purchased and set up by The Friends has received \$500 in donations and \$200 in pledges. These donations/pledges will also be used for the new AV room.
- The speaker for the 2019 Gala will be Richard Blanco. He is both a poet and a storyteller. He has received numerous honors. In 2013, Blanco was chosen to serve as the fifth inaugural poet of the United States.
- We have not applied for any new grants and none are pending.
- There will be a special session with Emilye Pelow-Corbett of the Vermont Community Foundation. To talk about Planned Giving. The Development Committee will organize a meeting with Emilye. The board will be notified in advance of any meeting.

Building and Grounds (Barbara Simmons)

- The Building and Grounds Committee has reviewed the HVAC system and notes that the heating system should take priority over the cooling system.
 - We would like to identify and interview 3 consulting contractors to help us to analyze our present system and its condition and then help us to define a path to update it as needed.
 - We noted that we now do not have a services/maintenance contract and the board felt that it would be beneficial to have a contract with a qualified maintenance company.
 - Roland Moore expressed the need to have proposals which outlined what needs to be done.
 - Gina added that it may be possible to work with some large companies such as Carrier (United Technologies) or York.
 - Roland was excused at this time.
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Board Meeting Dates 2019

Motion	1st	2nd	Vote
To meeting on the 3 rd Tuesday of each month.	Gina McAllister	Ron Miller	Passed Unanimously

- Amanda agreed to publish the meeting dates for the 2019 based on our agreement to meeting on the 3rd Tuesday of each month.
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Executive Session Started at 6:30 PM

Executive Session Ended at 6:54 PM

Nominating (Ron Miller)

- There are currently no nominations.
 - The plan for new board members is to add three trustees in the first half of 2019 and one or two in the second half of 2019.
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Next Meeting

January 15th, at the library, at 5:15 pm.

Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 6:55 pm	Gina McAllister	Bill Colson	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary