

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

February 19, 2019 Board Meeting

Attending:

Chris Lloyd & Ron Miller, Co-Presidents

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Mark Hall, Gary Horsman, Roland Moore (by phone), Gina McAllister

Executive Director: Amanda Merk

Excuse: Barbara Simmons

Note: Quorum was present.

Call to Order at: 5:17 PM

Opening Remarks (Laurie Chester)

Laurie expressed appreciation to Bill Colson for serving the library as interim president for that last part of 2018.

Opening Remarks (Ron Miller)

Ron expressed gratitude for the composition of the board. There is a great deal of talent and dedication to the library.

Opening Remarks (Chris Lloyd)

Excited about 2019 as there is a great deal that we can accomplish such as bylaws, new AV system, and the building HVAC to make the library the best it can be for patrons.

January Minutes (Gary Horsman)

The January draft minutes were presented. Small modifications were requested.

Motion	1st	2nd	Vote
Motion to approve the minutes of the January meeting with the modifications.	Gina McAllister	Mark Hall	Passed Unanimously

Executive Director's Report (Amanda Merk)

1. Voluntary Supplemental Insurance Benefits (provided by Colonial Life)

This could be something we offer to employees with no cost to NWPL. Employees would make selections for coverage and deductions would be withdrawn from their paycheck.

2. Health Insurance (provided by The Richards Group)

- A handout on this coverage was circulated.
- This would require some funding by the library and would have to be included in the budget.
- The Richards Group provides coverage by getting quotes from multiple health insurance providers.
- The HR Committee will simulate the cost to the library to provide this coverage to define how much to include in the budget if we decide to do this.

3. Underprivileged – Underserved

- Laurie Chester made us aware that there is a segment of the population of Woodstock and the surrounding communities that are under-served (underprivileged children for example).
- Laurie raised the question about how the library could support this segment.
- Laurie and Amanda will meet to define some ideas and bring these ideas to the board.

Note: Roland Moore excused himself from the meeting at this time.

4. Protesting Library Materials

Amanda will follow up on the status of guideline relating to the protesting of materials.

5. Meeting with Rotary Board

Amanda will meet with the Rotary Board on the morning of Wednesday, March 6th to review the status of the fundraising for our new AV equipment to which Rotary has pledged \$5,000. It is anticipated that the Rotary Board will then vote to make final approval of this pledge.

6. Town Meetings

- Woodstock: Saturday, March 2, 2019 at the Town Hall
- Bridgewater: Tuesday, March 5, 2019

7. Bequest from the estate of Jean Adele Marder

- Amanda confirmed that there are no restrictions on this bequest.
 - A letter of appreciation will be sent to the Marder estate.
-

Treasurer's Report (Joe Boyd)

1. Income

- All town funds have been received for fiscal year 2019 (Bridgewater and Woodstock).
- Books sales have contributed \$ 27,000.
- Annual appeal as of January 31st: \$ 59,316
- Total income: \$ 385,601

2. Expenses

Total Expenses: \$ 294,786

3. Cash

Bank Balance: \$ 149,219

4. Other

- Mark Hall has agreed to be a member of the Finance Committee
- The Finance and Investment Committees will not be combined into a single committee.

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

Development (Laurie Chester)

General

- The date of the 2019 Gala is April 28th.
- Gala activities are progressing smoothly and on plan.
- We are looking for people to join the Development Committee. Please bring your ideas or suggestions to Laurie. Amanda suggested:
VT Standard Advertising Manager
Mascoma Bank Manager
A Chamber of Commerce board member or the Director
- Laurie would like each board member to email her with five businesses that we will call to support the business appeal.
- As of February 18th, the annual appeal has brought in \$ 62,175.
- A legacy event will be organized for this summer.

Development (Laurie Chester) - Continued

Recognition Award

- Any award should be meant to express appreciation to an individual.
 - We are still considering the name of this award if established.
 - Any award would have a focus related to the individual's contribution to the library.
 - An idea, presented by Laurie, is to have a "book of the year" award.
 - An idea was to determine if an award concept could be established as a 2nd major event (the 1st being the Gala).
 - The concept of an award will be tabled.
-

Building and Grounds (Amanda Merk and Joe Boyd)

We discussed and voted on the proposal submitted by Engineering Services of Vermont where they would act as a consulting service to define the needs and scope of the project and to review proposals with the building committee. The proposal defined a cost of \$2,500.

Motion	1st	2nd	Vote
Motion to move forward with Engineering Services of Vermont as per proposal # 19126.	Laurie Chester	Mark Hall	Passed Unanimously

Nominating (Ron Miller)

- Two board candidates are now being considered.
 - The Nominating Committee has approached a third candidate.
 - The plan is to have the evaluation complete by the April meeting for a vote by the board.
-

Bylaws (Ron Miller)

The next steps are:

1. Meeting with Ron, Chris, and the Bylaw Committee
2. The Bylaws will then be review by the Executive Committee
3. The Bylaws will then be presented to the full board for final approval.

Any concepts that should be considered to inclusion in our bylaws should be sent to Linda Smiddy and Barbara Simmons.

HR Committee (Bill Colson)

- The Employee Handbook is in the process of being updated.
 - Our consulting attorney is fine with the reorganizing and adding new materials.
 - Gina made the point that any publication of the library is a way to communicate our message.
 - Amanda wanted to emphasize that the document is important to her management of library staff and that we need to make it a workable reference and guidance document.
 - Amanda requested that we complete the updated version of the Employee Handbook by the end of March.
-

Next Meeting

March 12th at 5:15 PM at the Library.

Motion	1st	2nd	Vote
Motion to adjourn at 7:07 pm	Gina McAllister	Joe Boyd	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary