

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

January 15, 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, Barbara Simmons

Executive Director: Amanda Merk

Excuse: Roland Moore

Note: Quorum was present.

Call to Order at: 5:16 PM

Opening Remarks (Chris Lloyd)

Welcome to 2019! Both Ron Miller and I are excited to be serving the board and the library as co-presidents and we expect that 2019 will be a very busy year.

Chris also expressed gratitude for the special legacy bequest from the estate of Jean Adele Marder. We will check with the estate to learn about whether there are any special wishes to restrictions associated with this bequest as we want to ensure we will use this bequest in the way intended.

Opening Remarks (Ron Miller)

Ron also expressed how he is looking forward to being co-president.

December Minutes (Gary Horsman)

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

Motion	1st	2nd	Vote
Motion to approve the minutes of the December meeting with the modifications.	Laurie Chester	Chris Lloyd	Passed Unanimously

Treasurer's Report (Joe Boyd)

- We have received the town allocation from the town of Bridgewater of \$3,500.
- We have received the town allocation from the town of Woodstock of \$99,500.
- We will move the legacy bequest received from the estate of Jean Adele Marder to Morgan Stanley into an interest bearing vehicle.
- Our portfolio, at Morgan Stanley, continues to perform in harmony with the performance of the overall stock market.
- Income is ahead of plan, but this is due to the legacy bequest noted above.
- Our fall 2018 appeal has generated \$38,820 in donations as of December 31, 2018. For reference we had received 51,761.62 for the fall appeal from 2017 at the same point in time.
- We have received \$17,438 in book sale this fiscal year. Our budget for fiscal year 2019 is \$25,000.
- Our cash position is strong and will cover all expected operating expenses for the next three months.
- Joe Boyd had published drafts of two policies related to the Finance Committee and the Investment Committee. We decided to table the vote on these two policies until the board has had enough time to review them.

Motion	1st	2nd	Vote
Motion to move the bequest received from the estate of Jean Adele Marder to an interest bearing account at Morgan Stanley. It is expected that this account will bear about 2% interest.	Barbara Simmons	Ron Miller	Passed Unanimously

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

Development (Laurie Chester)

- The date of the 2019 Gala is April 28th.
- Gala activities are progressing smoothly and on plan.
- We would like to establish an award for an individual to recognize major efforts in support of the library but need to discuss this further.
- Laurie handed out a Gala Invitation list and asked trustees to review this list and add or subtract names as appropriate. Laurie also asked that trustees give thought to adding younger people to the list to expand our connection with younger segments of the community population.
- Our fundraising to purchase new audio visual equipment for the library has been very successful. Pledges for \$16,500 have been received against our goal of \$20,000.

We voted to approve use library funds to reach the goal of \$20,000.

Motion	1st	2nd	Vote
Motion to approve the the amount of \$3,500 from our 2019 budget to reach the fundraising goal of \$20,000 for the new AV system.	Laurie Chester	Chris Lloyd	Passed Unanimously

Building and Grounds (Barbara Simmons)

- We are proceeding to meeting with multiple contractors (4) to understand how to best proceed with improvements to our HVAC system.
- We may need a special capital campaign to raise funds for the important project.

Bylaws (Barbara Simmons)

- The Bylaw Committee has been working on updating the bylaws for 1.5 years and has done a complete review to ensure our bylaws are in full compliance with Vermont State law and best practice for the lasting value to the library.
- All articles will be reviewed as a complete set and then presented to the board for final review and approval.

Executive Director's Report (Amanda Merk)

1. Amanda's report had been published previously to the trustees. We covered updates and special situations which required input from the board or a board vote.

Mascoma Signing Card

Our check signing card needs updating at Mascoma. Joe Boyd, Ron Miller, and Amanda Merk need to be on this updated card.

Motion	1st	2nd	Vote
A new card will be set up at Mascoma with Joe, Ron, and Amanda on this card. Moreover, when a check is to be issued with an amount over \$5,000 then two of the authorized people must sign the check.	Joe Boyd	Mark Hall	Passed Unanimously

- Maeve Ryan has been hired. Her hiring is budget neutral.
 - The library employee handbook is being reviewed and updated with the support of Beth Rattigan. When Beth has completed her review and recommendations the Personnel Committee will review it and make recommendation to the full board for a vote.
 - Town meeting for Bridgewater will be on March 5th.
 - Town meeting for Woodstock will be on March 2nd.
 - We need to clean out the boiler room in preparation for the HVAC project.
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Next Meeting

February 12th, at the library, at 5:15 pm

Vote to Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:14 pm	Mark Hall	Chris Lloyd	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary