

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

March 12, 2019 Board Meeting

Attending:

Chris Lloyd & Ron Miller, Co-Presidents

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Mark Hall, Gary Horsman, Gina McAllister

Executive Director: Amanda Merk

Excuse: Roland Moore, Barbara Simmons,

Note: Quorum was present.

Call to Order at: 5:19 PM

Opening Remarks (Ron Miller)

Ron made the board aware that Roland had contacted him about not being able to attend board meetings because he is often away from Woodstock. Roland raised the issue about whether he should remain on the board.

The board discussed this, and the trustees agreed that Roland's participation is valuable and encourages him to remain a trustee.

He will be excused from meetings when he is not in Woodstock. We look forward to his participation in late spring and summer.

January Minutes (Gary Horsman)

The January draft minutes were presented.

Motion	1st	2nd	Vote
Motion to approve the minutes of the February meeting.	Joe Boyd	Gina McAllister	Passed Unanimously

Executive Director's Report (Amanda Merk)

Amanda had sent her monthly report prior to this meeting and we did not review it. Amanda highlighted the following:

1. Letter to Voters

Amanda submitted a letter to the Vermont Standard thanking the voters for their support.

The board was appreciative of Amanda writing this letter.

Gina McAllister: "A poetic letter – well done!"

Laurie Chester: "It was very appropriate to have this letter come from Amanda as she is the 'face of the library'."

2. Weekly Staff Meetings

Amanda noted that she will resume the weekly staff meetings.

3. AV Room

- The project is expected to start mid-April.
- There may be an additional \$1,000 in cost primarily related to electrical work.
- The Rotary Board has voted to send a check for \$5,000 as per their pledge.
- We will receive an additional \$1,000 from The Learning Lab.

4. Book Delivery to Seniors

Laurie Chester requested that we research how to provide a book delivery service to seniors.

Treasurer's Report (Joe Boyd)

1. AV Room Project

Joe will ensure that bookkeeping for this project is set up for expense tracking purposes.

2. 2020 Budget

The budget preparation for fiscal year 2020 will start shortly after April 15th.

3. Financial Review

Financial handouts were provided and reviewed.

All budgetary items are on track.

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

Development (Laurie Chester)

1. Gala

- The date of the 2019 Gala is April 28th.
- Gala activities are progressing smoothly and on plan.
- An article, written by Gina McAllister, was sent to the Vermont Standard.
- Amanda noted that Michael Ricci is the key contact with the library for things related to the gala. Michael will then coordinate activities with the library staff.
- Gina will send all communications about the gala, to Ron Miller and Laurie Chester, for feedback, before general distribution.

2. General Appeal

- As of March 11th, we have received \$63,581.
- We are still expecting a gift of \$10,000 from a donor.
- We have also secured a match of \$10,000 from a generous donor.

3. Other Items

- Laurie will organize an ideas-brainstorming session for a second fundraising event for the library. This meeting will be scheduled for a time after the gala.
 - Laurie noted that the methods organizations use to contact business donors is changing as are methods for a business to donate. We need to examine how we communicate with area businesses and may need to update our approach.
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Building and Grounds (Amanda Merk and Joe Boyd)

1. Heating and Cooling Systems

We are expecting a report within two weeks that will define what is wrong with our heating and cooling system and propose options for how it could be fixed.

If the work is only related to the heating and cooling systems, then it is possible that a single heating and cooling contractor could be hired to do all the work.

2. Lawn Work

We have received a donation from the Garden Club that will be used to perform maintenance on our lawn. We will work with a local company to have this work done.

Bylaws (Ron Miller)

- Ron Miller and Chris Lloyd met with the Bylaws Committee.
 - The committee is making progress and the board will be able to review and approve the updated bylaws within the next few months.
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Nominating (Ron Miller)

- Two new board candidates are now being considered.
 - If things proceed as expected, then the board may be able to vote on these two candidates at the April board meeting.
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Next Meeting

April 9th at 5:15 PM at the Library.

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 6:58 pm	Bill Colson	Joe Boyd	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary