

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

April 9, 2019 Board Meeting

Attending:

Ron Miller, Co-President

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

Excused: Chris Lloyd, Roland Moore, Barbara Simmons,

Note: Quorum was present.

Call to Order at: 5:19 PM

Opening Remarks (Ron Miller)

We want to show appreciation for the library staff. A staff appreciation event will be discussed and organized at a future board meeting. The plan is to hold this event in the summer.

The new AV equipment will be installed this month and we intend to announce this via the Vermont Standard. We also want to have a grand opening event to show off this new equipment. Laurie Chester will organize this event with Amanda.

Executive Director's Report

Amanda had previously published her report. The board had no questions about this report, and we did not review it at this meeting.

Also note that Amanda was ill and did not attend this meeting.

March Minutes (Gary Horsman)

The March draft minutes were presented.

Motion	1st	2nd	Vote
Motion to approve the minutes of the March board meeting.	Laurie Chester	Mark Hall	Passed Unanimously

Treasurer's Report (Joe Boyd)

1. A meeting with Morgan Stanley has been scheduled for May 1st.
2. All financial reporting and performance are in order.
3. Work will soon start on the 2020 Budget. A preliminary budget is expected to be available in May.

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

Development (Laurie Chester)

1. Gala
 - We will need some help with clean-up immediately after the Gala.
 - Gala activities are progressing smoothly and on plan.
 - Amanda will support the wish list activity by explaining the need and our appreciation for any support before the speaker is introduced.
2. Business Appeal
 - Goal of \$8K.
 - All appears to be on plan.
 - We intend to review the business appeal process related to the timing and the approach. We will look for ways to streamline and enhance our methods and to define a business-friendly time of year.

Nominating (Ron Miller)

- Two new Trustee candidates were presented to the board.
- The starting month for these Trustees, if accepted, will be May 2019.
- A vote by the board is required as per the bylaws.

Motion	1st	2nd	Vote
Motion to accept Anthea Lavalley as a Trustee to the Board of Directors for a 3-year term starting May 2019.	Laurie Chester	Mark Hall	Passed Unanimously

Motion	1st	2nd	Vote
Motion to accept Brenda Metzler as a Trustee to the Board of Directors for a 3-year term starting May 2019.	Bill Colson	Laurie Chester	Passed Unanimously

It is also necessary to vote to approve Ron Miller as a Trustee as he had been assigned to the board by the Town of Woodstock as the Town Representative. As Ron will be stepping into the role of Board President, he will no longer be fulfilling the role of Town Representative and must be voted on to the board.

Motion	1st	2nd	Vote
Motion to accept Ron Miller as a Trustee to the Board of Directors for a 3-year term starting May 2019.	Laurie Chester	Mark Hall	Passed Unanimously

It is noted that this enables Ron Miller to be a Library Trustee for 7 years.

- Orientation for new Trustees will be immediately before our next board meeting (4:15 PM) at the library.
- Gina McAlister will coordinate an announcement to the Vermont Standard about the new Trustees.

Building and Grounds (Joe Boyd)

Heating and Cooling Systems

- Dan Dupras, of Engineering Services of Vermont, is proposing a new and more efficient system than the one we have now.
- Some piping will also need to be replaced.
- Dan Dupras will provide drawings and equipment requirements.
- The intent is for a single company to do all the required work rather than multiple subcontractors.
- The expected starting date of the heating and cooling system work is August 2019.

Collections Development Policy (Ron Miller)

- Barbara Simmons will review and modify this policy (as necessary) to prepare it for acceptance by board vote.
- Mark Hall and Gina McAllister will help Barbara to refine this policy.

- Library staff have already made important contributions to this document and they will continue to be involved in creating this policy.
 - We may also ask someone who has experience in the legal aspects of this type of document to review it before it is put to a board vote.
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Next Meeting

May 14th at 5:15 PM at the Library.

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:08 PM	Joe Boyd	Laurie Chester	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary