

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

May 14, 2019 Board Meeting

Attending:

Ron Miller, Chris Lloyd as Co-Presidents

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Mark Hall, Gary Horsman, Anthea Lavallee, Gina McAllister, Brenda Metzler, Roland Moore, Barbara Simmons

Excused: None

Amanda Merk

Note: Quorum was present.

Guests: Peggy Fraser and Kathy Kjerulff of The Friends, Gennie Lawrence

Call to Order at: 5:17 PM

Opening Remarks (Ron Miller)

We have a packed agenda and therefore let's be efficient and effective with our time.

Opening Remarks (Chris Lloyd)

The Spring Appeal letters will be ready this up-coming weekend and Monday and Tuesday of next week. If you can make it to the library to personally sign some of these letters, then this will help our fundraising – thank you!

Welcome New Trustees!

The new trustees – Anthea Lavallee and Brenda Metzler were introduced to the group and we introduced ourselves.

It was also noted that an orientation session had been held with Anthea and Brenda prior to the start of the board meeting.

The Friends (Peggy Fraser)

- Peggy made a note that it would be wonderful if all NWPL Trustees could also be a member of The Friends.
- Peggy highlighted that the giving tree was used to raise an additional \$1,500 to increase the donation The Friends were able to make to the new AV room/equipment to \$7,500. This was an important contribution by The Friends and greatly appreciated. Note that the Giving Tree was set up directly across from the front desk, therefore, very visible.
- At The Friends annual meeting of May 13th, there was a vote to contribute \$2,000 to the capital campaign for the new and more efficient HVAC system.
- Ron Miller expressed his personal appreciation for all that The Friends do for the library and encouraged members of The Friends to serve on specific library committees. He noted that their expertise and energy is recognized and is valued.

Peggy and Kathy excused themselves from the meeting at this time.

Gala Review (Gennie Lawrence)

Highlights

- The Gala planning and implementation were very effective and efficient this year. There was excellent collaboration between the library, the Woodstock Inn, and the volunteers.
- Richard Blanco expressed his appreciation for the event and was pleased with how the event was conducted.
- The 'wish list' is working well and adds to income. Gennie recommends that we continue this.
- It was thoughtful to reach out to the High School. Eight students attended the talk by Richard Blanco.
- We should consider how we could provide transportation for certain individuals who would like to attend but that may not have transportation.
- The room capacity is 208 (20 tables of 10 and the speaker's table of 8). We could consider whether a ticket sales committee is needed. We sat 198 this year. We sponsored 8 seats.
- Unpaid media may be an issue creating exposure. It may be necessary to use paid media placement to increase reach and exposure.
- Total net income should be about \$47,500 when all pledges have been received.

Summary (Gala)

- The speaker fee was higher than in the past but worth it.
- Individual sponsor donations were down from prior years.
- We sold fewer tickets.
- We should consider a 'recognition' award as this may help to stimulate interest in the event and it is also nice to recognize a key contributor in this manner.
- Michael Ricci's contribution is important and valuable.
- We should always look for opportunities to get younger people involved (example: the high school students who attended this year).

We expressed our great appreciation to Gennie.

Gennie excused herself from the meeting at this time.

April Minutes (Gary Horsman)

The April draft minutes had been previously published and were presented for an acceptance vote. No changes were requested.

Motion	1st	2nd	Vote
Motion to approve the minutes of the April board meeting.	Laurie Chester	Ron Miller	Passed Unanimously

Executive Director's Report (Amanda Merk)

Amanda's report had been previously published and we did not review it at this meeting.

Amanda highlighted the following:

- The gala wish list is an important activity and it was very successful this year.
- We will soon start a free trial for the Hoopla streaming media service.

Amanda also expressed a warm welcome to Anthea and Brenda and will organize a library tour and introduce them to the library staff.

Treasurer's Report (Joe Boyd)

1. The final portion of the generous gift from the estate of Jean Adele Marder has been received.
2. Our endowment is essentially tracking the performance of the overall stock market.
3. Year-to-date income has kept up with expenses.
4. Laurie Chester noted that overall income from fundraising is down 8.5% from this time last year.
5. We also did a preliminary review of the 2020 budget.

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

Development (Laurie Chester)

1. Laurie recommends that we establish a trustee-based development committee. This committee does not have to draw members only from library trustees.
2. Laurie would like all trustees to provide contact information for people who could align nicely with our capital campaign for the new and more efficient HVAC system. This system is vital for a proper environment within the library and an opportunity to make the library more efficient.

Anthea noted that we should seek to create a culture of development at the library. This can include The Friends, employees, and volunteers.

Employee Handbook

The newest version of the Employee Handbook (April 2019) had been distributed to the trustees for their review.

All trustees were encouraged to provide feedback to Ron Miller if there was anything significant that needed to be modified. Nothing had been identified. This version of the handbook has been reviewed by:

- The HR Committee
- The Executive Director
- The NWPL Attorney
- The Executive Committee

Motion	1st	2nd	Vote
Motion to accept the April 2019 version of the Employee Handbook.	Laurie Chester	Joe Boyd	Passed Unanimously

It is noted that the Employee Handbook is a document that can be updated, as needed, at any time deemed necessary by the trustees.

Building and Grounds (Joe Boyd)

Heating and Cooling Systems

- Dan Dupras, of Engineering Services of Vermont, will provide drawing and specification so that we can get accurate pricing from contractors. We expect these within 3-4 weeks.
 - The new system specification will result in a more efficient HVAC system.
 - It is a top priority of the library to provide excellent air quality and temperature control.
 - Dan Dupras noted that our current HVAC is a workhorse and high demands are placed on it. He also noted that the design of the present system is old, and it is natural for it to be upgraded when replacement is necessary to more modern and efficient components.
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Collections Development Policy (Mark Hall)

- The policy review and update is being worked on.
 - There will be an update for the board at the next board meeting.
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Next Meeting

June 11th at 5:15 PM at the Library.

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:05 PM	Mark Hall	Barbara Simmons	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary