

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

June 11, 2019 Board Meeting

Attending:

Ron Miller, Chris Lloyd as Co-Presidents

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Gary Horsman, Gina McAllister, Brenda Metzler, Barbara Simmons

Excused: Mark Hall, Anthea Lavalley, Roland Moore

Amanda Merk

Note: Quorum was present.

Guests: Phil Robertson

Call to Order at 5:17 PM

Opening Remarks (Ron Miller)

This is Chris Lloyd's last meeting as a trustee and Ron wanted the board to express its appreciation to Chris for serving on the board.

The trustees unanimously acknowledged this.

Ice Cream Social (Chris Lloyd)

All is in order for this event on June 15th.

We agreed that the price for ice cream would be \$3.00

Board Retreat 2019 (Ron Miller)

We plan to have a board retreat in the month of September. Ron will poll the trustees to find a date that works for all.

May Minutes (Gary Horsman)

Some minor modifications were suggested. It was agreed to make these modifications.

Motion	1st	2nd	Vote
Motion to approve the minutes of the May board meeting with amendments.	Barbara Simmons	Bill Colson	Passed Unanimously

Building & Grounds (Joe Boyd)

- Phil Robertson was asked to provide his expertise, as an experienced construction contractor, on the topic of the update/upgrade to the HVAC system. He explained why it makes sense to offer the job to ARC Mechanical, conditional on a reasonable cost, rather than put it out to bid. The board discussed this recommendation at some length, asking for clarification from Phil, and eventually agreed that this approach would save time, money, and complications in the long run.
- In our discussion, we considered a contractor's familiarity with the building, timing, cost, and project management. We want to use a project contractor that could also provide on-going system maintenance of the installed equipment and system.
- Phil noted that the equipment is being specified to physically match the currently available spaces for such equipment.
- We voted to use Dan Dupras for the specification and for general oversight of the projects.

Motion	1st	2nd	Vote
Motion to use the services of Dan Dupras of Engineering Services of Vermont to provide equipment and system specifications and to act as an inspector of the work which will be performed to ensure all is done to the specifications.	Chris Lloyd	Ron Miller	Passed Unanimously

Phil Robertson excused himself at this time.

Executive Director's Report (Amanda Merk)

The Executive Director's report had been previously published and we did not review in detail at this meeting.

Amanda highlighted the following:

- She was nominated and has accepted the position of President-Elect of The Vermont Library Association. This is a 3-year commitment: In the first year, as President-Elect, she will observe and learn the position, the second year she will be President, and the third year she will support the President and help the new President-Elect learn about the position of President.
- Barbara Simmons wanted to emphasize the importance of the employee comments related to the new Employee Handbook (April 2019 Edition). These comments are documented in the Executive Director's report of June 2019.

Treasurer's Report (Joe Boyd)

- The focus was on the 2019-2020 budget.
- As part of the budget review we discussed staff compensation.
- As part of the budget review we also discussed employee benefits.
- We emphasized the need to have a sustainable budget.
- The budget, as presented, is a balanced budget.
- We voted to approve the 2019-2020 budget as presented.

Motion	1st	2nd	Vote
Motion to approve the 2019-2020 budget as presented and reviewed by the board.	Chris Lloyd	Joe Boyd	Passed Unanimously

Development (Laurie Chester)

- We reviewed the status of the Spring Appeal.
 - We have started a special fundraising campaign to update and upgrade the HVAC. This campaign started nicely and is moving along well.
 - The fundraising is important as this enables us to preserve our endowment.
 - It is necessary to upgrade and update this system to newer more efficient technologies as the system is old and outdated.
 - We need to maintain the HVAC system to provide a proper environment for all patrons.
 - 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.
 - All trustees are encouraged to make a donation to this capital campaign.
-

Next Meeting

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

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:05 PM	Bill Colson	Ron Miller	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary