

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

July 9, 2019 Board Meeting

Attending:

Ron Miller as President

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

Excused: Anthea Lavallee

Note: Quorum was present.

Call to Order at 5:15 PM

Opening Remarks (Ron Miller)

None.

June Minutes (Gary Horsman)

Motion	1st	2 nd	Vote
Motion to approve the minutes of the May board meeting with amendments.	Gina McAllister	Roland Moore	Passed Unanimously

Executive Director's Report (Amanda Merk)

Previously sent. Not reviewed at this meeting.

Note: The IT equipment room was examined by a consultant and the temperature of this room and the equipment were determined to be satisfactory.

Treasurer's Report (Joe Boyd)

- We reviewed the May financial data.
- June financial data will be available soon.
- Our cash position is proper.
- The endowment performance reflects market performance.

- The spring appeal continued to bring in funds during the month of June (MTD).

Motion	1st	2nd	Vote
Motion to create a separate account at Mascoma Bank for the HVAC Improvement Fund at the best rate that Mascoma can offer.	Laurie Chester	Brenda Metzler	Passed Unanimously

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

Development (Laurie Chester)

- The capital campaign for the update/upgrade for the HVAC system is progressing well.
- Trustees should pass the names of anyone who may be able to contribute to this capital campaign to Laurie.
- Our PR campaign is being matched very nicely to this fundraising campaign.
- A special thank you to Gina for working so hard to get the message out.
- Note that the two main spokespeople for the HVAC capital campaign are Ron and Amanda.
- There will be a special press release on the HVAC capital campaign published on the website this week.

Collections Policy (Barbara Simmons and Mark Hall)

We voted to approve the new collections policy. Small changes were suggested.

Motion	1st	2nd	Vote
Motion to approve and adopt the collection policy as presented with the suggested changes.	Joe Boyd	Roland Moore	Passed Unanimously

Paintings

Paintings have been offered to the library by members of the Williams family.

The Finance Committee will review this topic and make recommendations to the full board.

Bylaws (Barbara Simmons)

The new bylaws will be available for a board vote soon. The plan is for a vote in October.

Nominating (Ron Miller)

Jill Hastings and Keri Cole have been added as members of the Nominating Committee.

Building & Grounds (Joe Boyd)

- The HVAC system drawings are being finalized by Dan Dupras.
 - Phil Robertson will also be available for review of these drawings.
 - Dan Dupras has estimated that the project will take six weeks.
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Board Retreat

The Board retreat will be on August 13th. The details will be sent to all trustees soon.

Roland wanted to emphasize a few items that could be topics for the board retreat.

- Develop an orientation program for new trustees.
 - Have events that enable trustees to get to know each other better.
 - Develop a plan to grow the endowment.
 - Review the strategic plan that was developed with extensive community input in 2015.
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Vote to Proceed to Executive Session

Motion	1st	2nd	Vote
Motion to enter executive session.	Ron Miller	Bill Colson	Passed Unanimously

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:15 PM	Joe Boyd	Barbara Simmons	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary