

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

November 12, 2019 Board Meeting

Attending:

Ron Miller as President

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Mark Hall, Gary Horsman, Anthea Lavalley, Gina McAllister, Barbara Simmons, John Williams

Excused: Brenda Metzler, Karen White

Guests: Peggy Fraser, Jennifer Falvey

Note: Quorum was present.

Call to Order at 5:16 PM

Opening Remarks (Ron Miller)

We want to welcome the newest trustee – John Williams

We have a full agenda and we appreciate the Executive Committee for organizing the agenda for this meeting.

October Minutes (Gary Horsman)

The October minutes will have to be updated and republished as a draft. There were requests for changes that were not in the draft minutes sent to the board for approval.

A second updated draft will be sent to the trustees before the next board meeting. This second draft will have the changes highlighted.

Friends of NWPL

- Peggy presented a summary review of the year's activities by The Friends.
- Peggy noted that a Friends brochure has been created. She passed out a copy of the brochure. Peggy expressed appreciation for the support the Friends received from the trustees to create this brochure.
- It was noted that the MOU may need to be modified and the Friends will look forward to working on this when the time is right.

- Laurie Chester wanted to know if library staff has any special requests to highlight to patrons who want to donate via the Giving Tree. This request was made to Kathy Beaird and Clare McFarland.
 - Peggy noted that the Friends Holiday Tea is scheduled for December 12th, on the mezzanine from 2 to 4 PM. Margaret Edward will be the speaker on the topic of memoir writing.
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Interim Directors' Report (Kathy Beaird and Clare McFarland)

A report had been written by both Clare McFarland and Kathy Beaird and previously distributed.

Kathy and Clare highlighted the following:

- Catamount Statistics
Catamount is a Vermont Library Network with 19 participating Vermont libraries. Participating libraries share a common catalog based on the Koha system.
It was noted that the NWPL is the 8th smallest of the 19 libraries in the Catamount Consortium but ranks 3rd in items circulated.
 - Snow clearing – we are all set for this winter season.
 - Up to this point in time, the building temperature is OK. The front desk may get a little chilly and they will look for space heaters to warm up the area behind the front desk.
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Treasurer's Report (Joe Boyd)

- We reviewed the financials as of September 30th. The balance sheet is in order.
- We have firmed up the contract for the HVAC project. We are now satisfied with the contractor's project pricing as there is now a "not to exceed" clause.
- There may be ways to reduce the cost of the HVAC project further with a review of the subcontractor estimates.

Motion	1 st	2 nd	Vote
Motion to accept the modified HVAC contract from ARC with a contract price not to exceed \$530,787 dated October 30, 2019.	Joe Boyd	Gina McAllister	Passed Unanimously

- The financial report was sent previously and was not reviewed extensively at this meeting.

Motion	1 st	2 nd	Vote
Motion to accept the Treasurer's report.	Barbara Simmons	Mark Hall	Passed Unanimously

Search Committee (Gina McAllister)

- A very strong committee has been formed.
 - We have had two excellent committee meetings.
 - The focus of the committee meetings has been to define all key requirements we need for a Library Director.
 - The committee will soon send out an update to the trustees on the work/thinking for the requirements for Library Director.
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Bylaws (All)

There were two main discussion points:

1. Do we want the new Bylaws to require the library to perform a full financial audit by an outside accounting firm every third year?
2. How to refine the wording on the authority to receive contributions and gifts.

We agreed to require a financial **review** by an outside accounting firm each year rather than a full financial audit. The Board may always authorize a full financial audit on an as needed basis.

The Bylaws Committee will review the wording related to the reception of gifts and make the necessary modifications.

Modified Bylaws will be sent to all trustees before the next board meeting.

It is expected that the board will vote on the new Bylaws at the December board meeting.

Committee Updates

Development Committee (Laurie Chester)

- Fundraising for the HVAC project has been completed. The community has significantly supported the NWPL and was very generous. We raised over \$400,000. The donor community included 52 new donors which is a very big plus!
- We will use \$100,000 from the building fund to support the HVAC project.

Gala (Laurie Chester)

- The gala speaker for 2020 will be Stephen P. Kiernan. He is the author of ***The Baker's Secret***, ***The Hummingbird***, and ***The Curiosity***.
- All trustees should help to sell gala tickets by forming a table.

Marketing (Gina McAllister)

- We now have a very nice thank you photo that we can use to show our appreciation to the community for their support for our HVAC fundraising.
- A good news story about the solar panel project will be coming out soon.
- Our annual report will be aligned with our fiscal year and published in time for an Annual Meeting each September.
- We will revisit the MOU with the Friends.

Investment (Joe Boyd)

- Our endowment portfolio is performing in line with overall market performance.
- Our portfolio mix is now about 65% equities and 35% fixed income.
- We initiated a discussion with Morgan Stanley on planned giving

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:10 PM	Gina McAllister	John Williams	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary