

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## October 8, 2019 Board Meeting

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### Attending:

Ron Miller as President

Board Members in Attendance: Joe Boyd, Laurie Chester, Gary Horsman, Anthea Lavalley, Gina McAllister, Brenda Metzler, Roland Moore, Barbara Simmons

Excused: Bill Colson, Mark Hall

Guests: Linda Smiddy, Karen Gilmour, Ann Debevoise, Gennie Lawrence, Kathy Beaird, Meg Brazill

Note: Quorum was present.

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### Call to Order at 5:16 PM

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### Opening Remarks (Ron Miller)

We again, have a full agenda. We need to cover the topics in enough detail and be efficient with our time.

To cover all topics, we may need to stay beyond 7:00.

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### September Minutes (Gary Horsman)

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to approve the minutes of the September board meeting as presented.	Laurie Chester	Joe Boyd	Passed Unanimously

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## Interim Directors' Report (Kathy Beaird)

A report had been written by both Clare McFarland and Kathy Beaird and a handout of this report was passed out and then reviewed by Kathy with the board.

### Highlighted Items

#### HVAC Project Work

The library staff will work closely with the contractor to ensure that all library areas are safe to anyone who uses the library while project work is being conducted. Signs and cordoned off areas will be handled by the contractor.

#### Snow Removal

A contractor and requirements are being researched for this up-coming winter season.

#### Backdoor

Restoration work is needed on our backdoor. We need to firm up the price and the board is looking forward to a recommendation from Kathy Beaird for this work.

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## Treasurer's Report (Joe Boyd)

- The balance sheet is in order.
- The financial report was sent previously and was not reviewed in detail at this meeting.
- 100K will be needed from the Building Fund, for the HVAC project, and we need to develop a way to pay this amount back to the Building Fund. There is no critical need to make a withdrawal from the building fund now as we have plenty of 'cash' on hand.
- We want to initiate the petition appeals for Woodstock (last year: \$51,250) and Bridgewater (last year: \$3,500).
- We discussed whether we should raise the amount for Bridgewater to \$4,000. Brenda Metzler, who is a Bridgewater resident, will investigate.

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to set the petition amounts for Woodstock at \$51,250 and to wait to learn more from Brenda on the amount for Bridgewater.	Joe Boyd	Laurie Chester	Passed Unanimously

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the Treasurer's report as presented.	Roland Moore	Laurie Chester	Passed Unanimously

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## Bylaws (Linda Smiddy)

The new Bylaws represent a new format of governance for the library as there is no longer a membership group which was known as the Corporators.

The full responsibility of governance now resides with the Board of Trustees of the Norman Williams Public Library.

### Discussion of Key Items

#### 1. Financial Audits

We weighed the pros and cons for a full financial audit every three years.

This is something that will be examined and reviewed more before a vote to accept the new Bylaws by the board.

#### 2. Qualification for Trustees

The recommendations are to require trustees to be full-time residents defined as paying taxes in Vermont and to be able to vote in Vermont.

#### 3. Gifts

The recommendation is for the board to create and ratify a "gifts policy".

All key items were discussed and explained.

The intention is for the board to ratify the new Bylaws at the November board meeting.

## Trustee Nominations (Ron Miller)

By Australian Ballot

<b>Motion</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to reelect Bill Colson to be a trustee for a 2 <sup>nd</sup> 3-year term.	Barbara Simmons	Joe Boyd	Passed Unanimously

## Election of Officers

By Australian Ballot

<b>Motion</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to elect the slate of board officers for the next year.  Ron Miller: President Bill Colson: Vice President Joe Boyd: Treasurer Gary Horsman: Secretary	Barbara Simmons	Brenda Metzler	Passed Unanimously

## Vote for New Trustees

The nominating committee presented two candidates to join the Board of Trustees, Karen White as Town Representative, for a one-year term, and John Williams, for a three-year term. The board wished to review their resumes before voting, so no vote was held. Subsequent to this meeting resumes were provided to all trustees, who then approved, by unanimous written consent on October 16, the election of Karen White and John Williams to the board of Trustees, beginning with the November meeting.

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## MOU from Friends (Ron Miller)

We want to consider possible revisions to the Memorandum of Understanding with the Friends of the NWPL which was drafted in 2018 but never ratified by the Board of Trustees.

An ad hoc committee was established which includes Gina McAllister, Gary Horsman, and Roland Moore to refine the wording and then present a document to the board.

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## Development (Laurie Chester)

- The capital campaign for the update/upgrade for the HVAC system has progressed well and we are now about \$35K short of our goal.
  - In general, we now should deemphasize fundraising for the HVAC project.
  - The Fall appeal will start soon.
  - There is nothing to report related to grants.
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## Building & Grounds (Joe Boyd)

### HVAC Project

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to authorize the spending of \$50,368 so that the equipment needed for the heating aspect of this HVAC project can be ordered.	Barbara Simmons	Gina McAllister	Passed Unanimously

- The board has thus authorized the use of \$50,368 so that the equipment for the heating phase of the project can be started.
  - We will start the heating aspect of the HVAC project now.
  - It was noted that the control system also needs updating and the final cost of this item is still to be determined.
  - Dan Dupras will write up a contract specifically for the heating phase of the HVAC project.
  - It is estimated that the heating phase of the project will take 2 weeks.
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## General

Some tree work may be needed. A local contractor has been contacted for a review and quote. We will try to obtain a second estimate from a firm that may provide a courtesy discount. Laurie Chester will investigate this.

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## **Committee Updates**

### **Finance (Joe Boyd)**

NWLP has signed a purchase and sale agreement to buy into the community solar project developed by Rainbow Playschool. An anonymous donor has offered to cover just over half the cost, and a proposal was brought to the board to draw upon the Marder bequest received earlier this year to cover the remaining cost. Credit received for energy produced by our share will pay for a significant portion of the library's electricity bill for the next thirty years.

<b>Motion</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to authorize the spending of \$23,212 from the Marder gift for the solar project. This amount was matched by another generous anonymous donor.	Gina McAllister	Joe Boyd	Passed Unanimously

- The solar project will help to pay for a significant portion of the library's electricity bill.
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### **Marketing (Gina McAllister)**

- We are now working on a made-for-the-public annual report.
  - Our annual meeting will be October 15<sup>th</sup>.
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### **Search Committee (Ron Miller)**

- The first meeting will be October 10th.
  - The committee is comprised of three trustees, 2 community members, and will be assisted by the Executive Director of the Manchester, Vermont Community Library.
  - Gina McAllister is the committee chairperson.
  - It was noted that the staff has been asked to express their opinion on whether the new library director needed to have formal training in the field of library science (MLS). The staff feels that the existing level of staff expertise means an MLS is not mandatory requirement.
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## Other

### Halloween

The board will hand out candy on the front steps on Halloween evening. All trustees are invited to participate.

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## Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:10 PM	Joe Boyd	Anthea Lavallee	Passed Unanimously

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Respectfully submitted,  
Gary Horsman  
Secretary