

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

December 10, 2019 Board Meeting

Attending:

Ron Miller as President

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

Also present was Interim Director Kathy Beaird

Note: Quorum was present.

Call to Order at 5:16 PM

Opening Remarks (Ron Miller)

We want to welcome our new trustee, Karen White, to her first board meeting.

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

November Minutes (Gary Horsman)

There was no discussion of the draft minutes of the November trustee meeting. Trustees had received a copy in advance, so no review was necessary.

Motion	1 st	2 nd	Vote
Motion to accept the November board minutes as presented.	Barbara Simmons	Anthea Lavalley	Passed Unanimously

Interim Directors' Report (Kathy Beaird and Clare McFarland)

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

Kathy highlighted the following:

- Space Use Policy – The board should review our current policy to ensure it provides consistency and clarity for requests made to staff for the use of the library for non-library purposes.
- Danelle has requested and has been granted a leave of absence as per the employee handbook guidelines.
- The responsibilities of Meg Brazill have been changed to now cover programing and marketing. She will continue to support people who have questions about IT but on a limited basis due to time constraints.
- Kathy and Clare are now working on the annual report. They have requested a number for volunteer hours per month by the trustees. Gary will collect this information and provide it to Kathy.
- Computers for staff need replacement. The board would like to see if the Friends of the NWPL are able to support this request. The estimate for new computers is \$3,000. Gary will make a formal request to the Friends.

Treasurer's Report (Joe Boyd)

- We reviewed the financials as of October 31st. A summary had been published and distributed in advance of this meeting. There were no questions or concerns.
- The balance sheet is in order.
- Our cash position is fine.
- In January, the finance committee will make a recommendation for review by the board on how to invest the Marder Gift.

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

Bylaws (Ron Miller)

The draft version dated November 26, 2019 was before the board for a vote to adopt.

Barbara Simmons made a point on behalf of the entire Bylaws Committee to express the excellent support they had received from the board. Moreover, special appreciation was expressed to Bill Colson for his fine editing work.

Motion	1st	2nd	Vote
Motion to accept the Bylaws dated November 26, 2019.	Joe Boyd	Laurie Chester	Passed Unanimously

What Constitutes a Full Board? (Ron Miller) (Discussion and Vote)

It is important to note that that the new Bylaws require the Board to specify the total number of trustees comprising a full board.

The Bylaws place a range on the number of Trustees from a minimum of 7 to a maximum of 15. The number of trustees now stands at 12.

The board discussed how to break a tie vote as well as how the number of trustees defines a quorum.

Motion	1 st	2 nd	Vote
Motion to define the number of trustees for a full board to be 13.	Joe Boyd	Laurie Chester	Passed Unanimously

Trustee Meeting – Day of Month

We discussed the day of the month to hold the trustee board meetings. Considerations were made for having the financial data for the prior month available, conflicts with other regular meetings in the community, and holidays.

Motion	1 st	2 nd	Vote
Motion to change the meeting day from the 2 nd Tuesday of the month to the 4 th Tuesday of the month.	Brenda Metzler	Mark Hall	Passed Unanimously

Gary will change the meeting details on the website to reflect this decision.

Search Committee (Gina McAllister)

- We will soon have a job description for board to review.
- We expect to initiate the search for a new Library director in January.
- There will be a presentation by Jane Marsh to the search committee to review and discuss the job description soon.

Committee Updates

Personnel Committee (Gary Horsman)

Activities related to the largest part of the NWPL budget will be examined and analyzed as preparation for the 2021 budget.

Development Committee (Laurie Chester)

- We are ahead of where we were at this time last year related to the fall appeal fundraising.
 - The business appeal was sent out recently.
 - We are in a proper position to fund the HVAC project.
 - We also discussed the concept of planned giving. The desire of the board is to have a member of the development committee oversee a subcommittee to work on this. Morgan Stanley has offered to provide guidance and support to our planned giving activity.
-

Programming and Communications (Gina McAllister)

- We agreed to rename this committee to Communications, PR, and Marketing.
- If a subcommittee will be formed to plan events for endowment growth, then this subcommittee will be organized under development and supported by the Communications, PR, and Marketing committee with messaging.
- The solar project will be an excellent example of how a community can “get things done”.

Building & Grounds (Joe Boyd)

- As noted in the development update we are in a proper position financially to fund the HVAC project.
 - The contract we have is now being reviewed by an attorney.
-

Other

We will plan a staff appreciation event for early in the New Year.

Adjourn

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

Respectfully submitted,
Gary Horsman
Secretary