

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

January 28, 2020 Board Meeting

Attending:

Ron Miller as President

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Gary Horsman, Brenda Metzler, Karen White, John Williams

Also present were Interim Directors Kathy Beaird and Clare McFarland

Excused: Mark Hall, Anthea Lavalley, Gina McAllister

Guest: Ethan Miller

Note: Quorum was present.

Call to Order at 5:15 PM

December 2019 Minutes (Gary Horsman)

There was no discussion of the draft minutes of the December 2019 trustee meeting. Trustees had received a copy in advance.

Motion	1 st	2 nd	Vote
Motion to accept the December 2019 board minutes as presented.	Karen White	Brenda Metzler	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 and Clare highlighted the following:

- We have received a special rate from Barbis Fine Art Conservation. They will remove the artwork now hung in the library and review each piece and make recommendation on what should be done to ensure the integrity of each piece. This is yet another example of community support for NWPL.
- We are just getting started with our effort to provide additional support to our community by establishing a "mini mobile library" at Safford Commons.

Treasurer's Report (Joe Boyd)

- Joe Boyd presented a half-year review.
- Projections for the full year indicate that the overall objectives established by our budget will be met.
- Income from our fall appeal is above plan.
- We have received the funding from the Town of Woodstock for the 2nd half of our fiscal year.
- Book sales (YTD) are below plan.
- Our major fundraising event, which is the gala, is scheduled for the end of April and will be our last fundraising event for this fiscal year.
- Our expenses (YTD) are in line with the budget or below.

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

Search Committee

- The search committee will be meeting in early February.
- The requirements of the position for Library Director are being reviewed and should be ready for board review at our next board meeting.

Committee Updates

Development Committee (Laurie Chester)

Gala

- The gala planning and activities are progressing smoothly.
- Gala seating is set at 220 seats.
- A sponsor request letter will be mailed out to specific potential sponsors in mid-February.
- A gala "save-the-date" card will be sent out in mid-February.

General

- The fall appeal, as noted in the Treasurer's report is above plan.
- Our fundraising efforts, fiscal year-to-date, have produced the very positive result of 74 new donors.
- The excellent publicity coordinated by Gina McAllister has certainly helped our fundraising efforts.
- We are now looking for a matching donor for the spring appeal.
- A grant application for the new mobile library will be submitted.
- A meeting with Morgan Stanley for legacy giving has been scheduled.

Personnel Committee (Bill Colson)

Motion	1st	2nd	Vote
Motion to enter executive session to discuss staff topics.	Joe Boyd	Laurie Chester	Passed Unanimously

Motion	1st	2nd	Vote
Motion to move out of executive session.	Brenda Metzler	Laurie Chester	Passed Unanimously

Resolution

We want to have an extra board meeting or an extension of our next board meeting for a special session to discuss our current and future organization chart in order to provide guidance to the search committee prior to the announcement of the job search job description. The two interim directors will be invited to this meeting/session.

Note that the resolution did not require that this meeting take place prior to the announcement of the job search job description. The board and the search committee will work closely together to ensure we properly meet the library staffing needs. The Personnel Committee will also review job descriptions and cross training to ensure the library staff meets the needs of our patrons.

Motion	1st	2nd	Vote
Motion to accept the above-stated resolution.	Laurie Chester	Karen White	Passed Unanimously

Investment (Joe Boyd)

A substantial portion of the Marder gift (a small portion was used for the solar power purchase) has been in a money market account. The board wants to improve the interest-earning capability of this gift. Therefore, a motion was made to move the remaining portion of the gift into the general endowment account.

Motion	1st	2nd	Vote
Motion to move the Marder gift into the general endowment account.	Laurie Chester	Joe Boyd	Passed Unanimously

- There was discussion of whether to move the building fund, which will be at approximately \$68,000, after taking out \$100,000 for the HVAC project, into the general endowment fund. This will be reviewed again at a future board meeting.
- The investment committee met with Morgan Stanley on January 22nd. Meeting minutes had been published for all trustees and key points of this meeting were highlighted by Joe Boyd.

Nominating (Ron Miller)

- We need to add two members to the library board.
- The nominating committee is now considering three candidates.

Building & Grounds (Joe Boyd)

- Note that John Williams is now on the Building Committee.
- The preparation work for the HVAC project has been completed.
- Work will commence in February.
- The work will start in the Children's library and this floor will be closed while work is in progress.
- The next phase will be the mezzanine level which will also require this level to be closed while work is in progress. The time frame for this work on the mezzanine level, is the end of February-March.
- We have communicated to the various groups that use the library for meetings.

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:22 PM	Ron Miller	John Williams	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary