

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

February 25, 2020 Board Meeting

Attending:

Ron Miller as President

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

Also present were Interim Directors Kathy Beaird and Clare McFarland

Excused: Laurie Chester

Note 1: Quorum was present.

Note 2: Bylaws Amendments included at the end.

Call to Order at 5:20 PM

January Minutes (Gary Horsman)

Certain points were highlighted to confirm accuracy. All was in order.

Motion	1 st	2 nd	Vote
Motion to accept the January 2020 board minutes as presented.	Karen White	Mark Hall	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 related to the HVAC renovation and upgrade work:

- The 9th of March the Children's Library will reopen.
- We will have a professional cleaning of the carpet when all work has been completed.
- Note that our floors have been protected with plastic coverings.
- The mezzanine and the director's office have been cleared.
- The admin office will be accessible during the upstairs construction but only via the elevator.

Other

- It was suggested that now would be a proper time to do a review of what artwork we want to hang on the library walls. Mark Hall and Brenda Metzler will lead the review effort. Related to this was the need to have a catalog of art owned by or on display at the library.
- Kathy and Clare highlighted the support by the Friends for two new chairs at the main desk.
- Kathy and Clare also attended the Rotary event at the Little Theater and wish to express their gratitude to the Rotary Club of Woodstock, Vermont, and noted how well the event at The Little Theater was conducted.

The board unanimously approved a resolution to thank the Friends for their excellent support.

The board unanimously approved a resolution to thank The Rotary Club of Woodstock, Vermont, for its excellent support.

Kathy and Clare noted that town meeting was this upcoming Saturday they felt well prepared for this.

Kathy and Clare noted that the Bridgewater town meeting would be next Tuesday. Brenda will represent the Norman Williams Public Library at the Bridgewater town meeting.

Executive Session with Interim Directors

Motion	1st	2nd	Vote
Motion to enter executive session with the Interim Directors.	Karen White	Gina McAllister	Passed Unanimously

Motion	1st	2nd	Vote
Motion to exit from executive session.	Gina McAllister	Joe Boyd	Passed Unanimously

Treasurer's Report (Joe Boyd)

- Joe Boyd did not present a financial report and will provide a full update at the March board meeting of trustees.
- TSS has issued a financial review report.

Motion	1st	2nd	Vote
Motion to accept the recommendations of the financial review report.	Mark Hall	John Williams	Passed Unanimously

- Joe Boyd received the Tax Return from TSS on February 25th for tax year 2018. Initial review indicates all is in order.
 - Our expenses (YTD) are in line with the budget or below.
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Bylaws (Ron Miller)

- Amendments to the bylaws had been sent out in advance of the meeting to the trustees.

Motion	1 st	2 nd	Vote
Motion to accept the amendments, as presented, to the bylaws.	Karen White	Gina McAllister	Passed Unanimously

Nominating Committee (Ron Miller)

- We have three strong trustee candidates.
 - We need to vote to accept only two, at this time, to reach a full board level of 13.
 - Three candidates are recommended by the Nominating Committee. To fill the open trustee positions only two of the three can be elected to the board at this time. The board requested that the Nominating Committee define the two, via a random method, who will join immediately via a vote at the next trustee meeting.
 - The third candidate will be notified that another trustee position will be open at the end of October 2020.
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Buildings & Grounds (Joe Boyd)

- All HVAC work is on schedule.
 - A payment has been made for the equipment and the work done to date.
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Committee Updates

Development Committee

Gala

- The gala planning and activities are progressing smoothly, but we are concerned about how the Coronavirus may impact this event.
- We will monitor the Coronavirus situation closely and do what is proper for the safety of our community.

Fundraising

- We reviewed the fundraising report and fundraising YTD is on track with our budget.

Marketing & Communications Committee (Gina McAllister)

- Three more articles have been approved by the Vermont Standard.
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Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 8:20 PM	Bill Colson	Mark Hall	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary

Bylaws Amendments

Bylaws amendments to be proposed to the Board of Trustees on Feb. 25, 2020

To enable a prospective trustee from Hartland (and in the future, other nearby towns) to be nominated:

(page 3)

C. Qualifications, Term, Election, and Service of All Trustees Other than the Town Designated Trustee.

1. Qualifications for Trustees.

- a. At the time of election or re-election to the Board, a Trustee shall be an individual who is a fulltime resident ~~in one of the towns served by the Library: currently Barnard, Bridgewater, Pomfret, Reading, Woodstock~~ of Woodstock or surrounding towns.

Recognizing that month-to-month board meetings may be less than 30 days apart, including the March meeting at which nominees presented in February should be voted on:

(page 4)

- c. At a regularly scheduled board meeting ~~held least thirty (30) days before the date on which the election will be held~~, the Chair of the Nominating Committee will provide a written list of nominees to all Board members, with a brief biographical statement for each nominee. Voting to confirm said nominees shall not take place before the next regularly scheduled board meeting.

Currently, with Tuesday board meetings and the Exec. Committee only able to meet toward the end of the preceding week, the 7-day requirement for sending reports before a board meeting causes the Exec. Comm. to meet almost two weeks before the meeting.

(page 10)

- (10). Shall provide to the Secretary for distribution to the Board no later than ~~seven (7)~~ **five (5)** days before a Board meeting any and all materials and reports, except the meeting agenda, required for such meeting.

(page 13)

- (8). No later than ~~seven (7)~~ **five (5)** days before the next regularly scheduled Board meeting, distribute to all Trustees all materials and reports needed for said Board meeting.