

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

## April 28, 2020 Board Meeting

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### Attending:

Ron Miller as President

Board Members in Attendance: Joe Boyd, Laurie Chester, 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.

Guests: Mary MacVey, Meg Brazill (NWPL Staff Member)

Quorum was present.

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### Zoom Meeting

### Call to Order at 5:19 PM

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### Opening Remarks

Ron welcomed Mary and thanked her for joining our meeting.

Mary MacVey expressed gratitude for the invitation to join our meeting and wanted to also note that both she and Fred appreciate everything that is being done by the library to support our community.

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### February Minutes (Gary Horsman)

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the February 2020 board minutes as presented.	Mark Hall	Bill Colson	Passed Unanimously

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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:

- Zoom meetings are being held to support library patrons. Knitting group, "What's on Your Nightstand", Children's Storytime are examples.
- A Trivia session using Zoom is also being planned.
- Kathy and Clare have been checking in with all volunteers to make sure that they are fine and to keep them updated.
- Kathy and Clare are also researching ways to support patrons with more digital resources.
- The board, noted by Ron Miller, expressed their gratitude for the excellent work being done by both Kathy and Clare during this pandemic.
- Meg Brazill also expressed her gratitude to Kathy and Clare for their excellent communication to staff during the pandemic.

Other

- Meg Brazill also noted that she is studying how to provide technical support to library patrons using Zoom.

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## Treasurer's Report (Joe Boyd)

- Joe Boyd reported that we applied for and were approved for a Paycheck Protection program (PPP) loan/grant via the SBA. We applied through Mascoma which was extremely helpful throughout the process.
- As of April 28<sup>th</sup>, we have used \$8,900 of the funds available via this loan.
- The trustees were updated on income (appeal, town funding, book sales, parking lot income, and transfer from our endowment) and our cash position.
- The trustees received an update on the performance of the library endowment at Morgan Stanley.
- An online video meeting with Morgan Stanley will be organized.
- We discussed whether we should move the Building Fund assets into the General Endowment fund.

<b>Motion</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to move the balance of the Building Fund which is being managed by Morgan Stanley into the main portfolio fund at Morgan Stanley.	Joe Boyd	Karen White	Passed Unanimously

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

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## Committee Reports

### Personnel (Bill Colson)

Bill presented a method for establishing a cost-of-living wage increase for library staff to be associated with the annual budget process. This does not mean that a cost-of-living increase will be approved with each budget but that an examination of a cost-of-living increase will be part of budget process.

The board will vote on this proposal at our next board meeting.

### Communications (Gina McAllister)

We continue to produce articles to inform our patrons and the community of issues and news.

### Development (Laurie Chester)

- Our major fundraising effort (which would be The Gala) is on hold.
- People from the community have approached both Michael Ricci and Laurie asking about ways they can support the library.
- Even though the library will not have a Gala a Spring Appeal letter will be sent out. The focus of this letter will be on news and updates. In this letter we will inform the community that we will not be having our annual gala fundraising event in 2020. The expected mailing date will be by the end of May.
- Laurie noted that Giving Tuesday will be May 5<sup>th</sup>.
- Laurie noted that our gala speaker for 2020 will be happy to be the speaker in 2021.

### Building (Joe Boyd)

- The project cost numbers are essentially inline with the project budget.
- The inside work has been completed.
- Change orders were expected as the building is old and the total for change orders is \$26,000.
- John Williams is also coordinating some additional repair work with a local contractor.

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Mary MacVey and Meg Brazill excused themselves at this time.

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## Executive Session

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to enter executive session.	Joe Boyd	Anthea Lavalley	Passed Unanimously

Motion	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to exit from executive session.	Brenda Metzler	Laurie Chester	Passed Unanimously

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## Vote for New Trustees

<b>Motion</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to add Alison Hankey to the Board of Trustees of the NWPL for a three-year term.	Gary Horsman	Bill Colson	Passed Unanimously

<b>Motion</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to add Chris McIlroy to the Board of Trustees of the NWPL for a three-year term.	Gary Horsman	Bill Colson	Passed Unanimously

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## Adjourn

<b>Motion</b>	<b>1st</b>	<b>2nd</b>	<b>Vote</b>
Motion to adjourn at 6:20 PM	Bill Colson	Joe Boyd	Passed Unanimously

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Respectfully submitted,  
Gary Horsman  
Secretary