

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

May 26, 2020 Board Meeting

Attending:

Ron Miller as President

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Mark Hall, Alison Hankey, Gary Horsman, Anthea Lavallee, Gina McAllister, Brenda Metzler, John Williams

Also present were Interim Directors Kathy Beaird and Clare McFarland.

Guests: Pam Ahlen, Meg Brazill (NWPL Staff Member)

Excused: Karen White

Quorum was present.

Zoom Meeting

Call to Order at 5:18 PM

Opening Remarks

Ron noted that the board must be notified of trustee officer elections 60 days in advance. The board will elect new officers at the July board meeting.

- A new secretary must be elected.
 - Ron announced that he will step down from the position of board President in 2021.
 - Bill Colson is willing to be the VP for another year. Ron suggested, however, that it would provide for a better transition to have the incoming President in 2021 to be the VP for one year. This would mean Bill stepping down and the board electing a new VP in July.
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April Minutes (Gary Horsman)

Motion	1 st	2 nd	Vote
Motion to accept the April 2020 board minutes as presented.	Laurie Chester	Bill Colson	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:

- Curbside pick-up has been well received and many patrons have expressed their appreciation.
- We have a phased reopening plan, but the actual reopening date may be defined by the Governor.
- The “how” of our reopening can be defined by us and we are researching best practice methods for a safe reopening.
- The legal limits, for the number of people in a room or area, has been evaluated by the Fire Marshall.
- A clear plastic shield for the front desk has been ordered.
- Lori Mitchell will be restarting at the library and Jane Blanchard has been notified.
- Danelle Sims will be available to return to the library in July. Depending on library staffing needs, Kathy, Clare, and Danelle will properly arrange this.
- The History Center is storing certain documents on behalf of the library. The History Center has requested that we officially extend the lease for another two years.

Motion	1 st	2 nd	Vote
Motion to renew the lease for document storage at the History Center for two years.	Gary Horsman	Laurie Chester	Passed Unanimously

Sculpture Donation (Ron Miller)

The History Center has a sculpture that needs to be moved to a new location. Curator, Charlet Davenport has requested that the library consider whether this sculpture would be appropriate for our front lawn.

The board reviewed this and decided that the offer, while appreciated, is something the library does not want to pursue.

Treasurer's Report (Joe Boyd)

- April financial details have not yet been finalized.
- Our cash position at Mascoma is adequate to cover anticipated near-term expenses. The cash position at Mascoma includes the money received via the federal PPP (Payroll Protection Program).
- Our accounts payable is up to date.
- Note that our expenses are lower than our budget due to the library not being open.
- The solar project is now contributing to lowering our electric bill.
- The deadline to hire back furloughed staff is June 30th but congress may extend this. This is an important part of the program requirement for the loan to be converted to a grant.

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

2021 Budget (Joe Boyd)

The 2021 draft budget had been previously sent to all trustees.

Question: Is the amount we request from the town of Bridgewater the appropriate amount?

Answer: Brenda Metzler advised that this amount is proper and that we should review the amount at the 5-year anniversary for this contribution from Bridgewater.

- We have budgeted a lower level for payroll in the 2021 budget when compared to the 2020 budget.
- Statement: Our energy needs and costs, due to the higher efficiency of the new HVAC system and the full contribution of the solar project, have not been established.
- Bookstock has been cancelled for 2020 and the budget has no income from Bookstock book sales. Note that the book sales figure for the library share of Bookstock book sales for 2019 was \$3,350.

Note that we will vote for the 2021 budget at the June board meeting.

Committee Reports

Personnel (Bill Colson)

Vote on COLA policy presented at the April board meeting.

Motion	1st	2nd	Vote
Motion to accept the COLA policy drafted by the Personnel Committee which does not require an annual COLA adjustment but requires that a review be performed. The policy also defines a guideline for determining the cost of living using the government Consumer Price Index (CPI).	Anthea Lavallee	Brenda Metzler	Passed Unanimously

HVAC (Joe Boyd)

- The heat exchange units have been surrounded by a higher fence for aesthetic reasons.
- We have a permit request to build an outside protective cover for the heating and cooling pipes which enter the building from the external heat exchange units. The waiting period for this permit ends May 27th.
- The project is essentially ready to be checked for functionality.
- The library's project engineer will be fully involved in the system check and the approval of the project.

Development (Laurie Chester)

- Giving Tuesday raised \$6,790.
- People have made contributions this spring even without receiving an appeal letter from the library.
- It is the opinion of the Development Committee that to make a spring appeal will be fine even with donors being distracted by the COVID-19 crisis and the economic downturn.
- The library's fundraising efforts have been well supported by the excellent work done by Gina McAllister on public relations-related articles and communication.

Communications (Gina McAllister)

Three articles are being planned.

Topics:

- Curbside pickup and soft reopening.
- The completion of the HVAC project.
- The evolution of the library.

The Communication Committee will also soon start on our annual report which we would like to publish in September-October.

Additional Ideas for articles:

- Solar project
- New Trustees

Director Search (Gina McAllister)

The committee has been meeting regularly and the search is progressing smoothly.

Investment (Joe Boyd)

- The value of our portfolio has tracked with the fluctuations of the market.
- A meeting between the Investment Committee and Morgan Stanley will be organized.

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 6:30 PM	Ron Miller	Joe Boyd	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary