

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

June 23, 2020 Board Meeting

Attending:

Ron Miller as President

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

Also present were Interim Directors Kathy Beaird and Clare McFarland.

Guests: Meg Brazill (NWPL Staff Member)

Excused: Laurie Chester

Quorum was present.

Zoom Meeting

Call to Order at 5:19 PM

Opening Remarks

Ron noted that the board will elect new officers in July.

The trustees nominated for officer positions are:

Ron Miller for President
Bill Colson for Vice President
Joe Boyd for Treasurer
Alison Hankey for Secretary

These officer positions will be voted on at the July board meeting.

May Minutes (Gary Horsman)

Motion	1 st	2 nd	Vote
Motion to accept the May 2020 board minutes as presented.	Joe Boyd	Gina McAllister	Passed Unanimously

Interim Directors' Report (Kathy Beaird and Clare McFarland)

- A phased reopening plan has been drafted.
 - The plan is a work in progress as small adjustments may still be made to the document.
 - The expected reopening may be at the end of July.
 - We still are waiting on the delivery of a plexiglass shield for the front circulation desk.
 - Chris McIlroy will help to support the reopening effort if needed.
 - Kathy will take time off from July 11-18.
 - Clare will take time off from July 18-25.
 - Barbis Fine Art Conservation will be working in the library July 8th and 9th.
 - Both Kathy and Clare commented that the morale at the library is fine.
 - Clare noted that 2 of the 4 furloughed people have returned to work at the library.
 - It was noted that the PPP has been extended to 24 weeks. This means that expenses are now allowed over a 24-week period instead of the original 8-week period and the rehiring date has been extended to December 31, 2020.
 - We have spent approximately ½ of the amount we requested via the PPP.
-

Treasurer's Report (Joe Boyd)

- The May recap report had been sent out to Trustees before the meeting.
- Even with less aggressive fundraising and the cancellation of the gala the generosity of our patrons has allowed us to stay in the black this fiscal year.

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

2021 Budget (Joe Boyd)

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

The budget is a balanced budget and the endowment will be used according to our endowment management policy.

Part of the budget discussion was in executive session.

Motion	1 st	2 nd	Vote
Motion to enter executive session.	Anthea Lavalley	Gina McAllister	Passed Unanimously

Motion	1 st	2 nd	Vote
Motion to return to the regular board meeting.	Karen White	Bill Colson	Passed Unanimously

Trustee Vote for 2021 Budget

Motion	1st	2nd	Vote
Motion to approve the 2021 budget as presented	Bill Colson	Karen White	9 Yea 1 Nay 1 Abstention

The motion to accept the 2021 budget was approved.

Committee Reports

Marketing and Communications (Gina McAllister)

The planning for our first annual report will be tabled until our next meeting.

HVAC and Building and Grounds (Joe Boyd)

- The project is ending.
- The expenses for the project were in line with the budget for the project.
- Balancing of the system is now being performed.
- July 7th is the date scheduled for employee training on the new system.
- Joe noted that control of the system can now be managed remotely.

Building and Grounds

Some minor additional work is needed for the building and a proposal for all items will be forthcoming and managed by John Williams.

Development (Ron Miller)

- The annual appeal has brought in considerably more than we had budgeted.
- We have extended our donor list which is a positive development.

Personnel Committee (Ron)

An amended version of the COLA policy was presented.

The amended version is below with the changes highlighted in red font.

It is library policy to give all paid NWPL staff members a cost of living adjustment (COLA) each year, budget permitting.

The budget committee will inform the board **at its meeting each May** whether it believes the library can afford a COLA in the next fiscal year. The budget committee will use the Consumer Price Index (CPI) **for the previous calendar year** for guidance in determining the amount of the adjustment, which will be awarded equally to all employees.

When a COLA is recommended, the treasurer will inform the board how much of the overall staff salary increase the COLA represents.

The cost of living adjustment shall become effective on July 1 of each year, or, if there are unforeseen delays, no later than August 1.

Any COLAs will be separate from any merit increases individual staff members may receive.

Motion	1 st	2 nd	Vote
Motion to approve the COLA with amendments that define the effectivity dates.	Brenda Metzler	Chris McIlroy	Passed Unanimously

Part of the Personnel Committee discussion was in executive session.

Motion	1 st	2 nd	Vote
Motion to enter executive session.	Joe Boyd	Gary Horsman	Passed Unanimously

Motion	1 st	2 nd	Vote
Motion to return to the regular board meeting.	Joe Boyd	Gina McAllister	Passed Unanimously

Other Business

Racial Justice and the Library (Ron Miller)

- Ron raised this as a topic of discussion.
- We discussed what our process would be to define any action the library would take related to the racial justice movement.
- Ron, Anthea, and Gina have already begun work on a possible position statement, which will be submitted to the board to consider at a special meeting.
- Ron will call a special meeting on this topic.

Adjourn

Motion	1 st	2 nd	Vote
Motion to adjourn at 7:01 PM	Joe Boyd	Bill Colson	Passed Unanimously

Respectfully submitted,
Gary Horsman
Secretary