

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

July 28, 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 Lavalley, Chris McIlroy, Brenda Metzler, Karen White, John Williams

Also present was Library Director Clare McFarland.

Guests: Meg Brazill (NWPL Staff Member)

Excused: Gina McAllister

Quorum was present.

Zoom Meeting

Call to Order at 5:19 PM

Opening Remarks

Ron noted that he will be stepping down as chair of the Nominating Committee and that Laurie Chester will become the chair of the Nominating Committee.

June Minutes (Gary Horsman)

Motion	1 st	2 nd	Vote
Motion to accept the June 23, 2020 board minutes as presented.	Joe Boyd	Bill Colson	Passed Unanimously

Motion	1 st	2 nd	Vote
Motion to accept the July 6, 2020 special board minutes as presented.	Brenda Metzler	Bill Colson	Passed Unanimously

Library Director's Report (Clare McFarland)

- The focus was on the phased reopening plan (dated: July 17, 2020)
- Clare is comfortable with the plan. Once the library reopens, she will monitor the situation closely and the plan allows for adjustments based on our specific needs to reopen properly with safety the primary concern.
- The plan has been written with consideration and consultation from the Vermont Department of Libraries.
- Clare noted that now is not the time to have people making book donations.
- We have received all the components needed to meet the requirements of the plan.
- The target reopening date is August 10th.

Motion	1 st	2 nd	Vote
Motion to accept the Phased Reopening Plan which is dated July 17, 2020.	Anthea Lavalley	Alison Hankey	Passed Unanimously

- Clare is also working on ideas for collaboration opportunities with the WES and High School Libraries.
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Treasurer's Report (Joe Boyd)

- We reviewed the year-end summary financial figures.
- We received more donations in the fiscal year which ended in June than was budgeted. This higher level of donations than our budget is significantly appreciated.
- We raised almost the exact amount needed to complete the HVAC project.
- Joe Boyd and Karen White will prepare a summary year-end financial report for the town select board.

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

Committee Reports

Building and Grounds (John Williams)

- The rear door of the library has been refinished. The hardware has also been replaced.
- John will work to prepare a plan for building maintenance which will include some immediate item as well as a long-term maintenance plan.
- We have received three quotes for improvements to the front steps which will be reviewed within the committee and recommendations made to the board.

Development (Laurie Chester)

- Laurie and Chris will meet soon to review Development Committee activities and plans.
- Michael Ricci will be attending a seminar on planned giving. This is an area of fundraising we want to develop.

Ad hoc Antiracism Task Force (Chris McIlroy)

- The committee is now assessing the situation specifically for the library.
 - Once the initial assessment is completed objectives will be defined.
 - Performance to objectives will be measured.
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Election of Board Officers

The board is required to elect officers every July.

The new officers elected unanimously by board vote:

President: Ron Miller

Vice President: Bill Colson

Treasurer: Joe Boyd

Secretary: Alison Hankey

Other Business

Puppies & Pooches on Parade (Gary Horsman)

- The live event, on the green, has been cancelled for 2020.
 - The Friends did not want to drop it for a year so they decided to set up a website where people can submit photos of their puppy or pooch. Visit the site, perhaps enter a contestant, and vote.
 - Feel free to donate.
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Next meeting

September 22, 2020

Adjourn

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

Respectfully submitted,
Gary Horsman
Secretary