

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

November 24th, 2020

Board Meeting

Attending:

Ron Miller, President

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Karen Copenhaver, Elizabeth Daniels, Alison Hankey, Anthea Lavallee, Gina McAllister, Chris McIlroy, Brenda Metzler, John Williams,

Also present: Library Director Clare McFarland, Friends of the Library President, Peggy Fraser, and Community Member, Elizabeth Frascoia

- A quorum was present
 - Minutes recorded and submitted by Alison Hankey, Secretary
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Zoom Meeting

Call to Order at 5:17 PM

Opening Remarks & Announcements:

- 1) Community member, Elizabeth Frascoia was present
- 2) This was the first meeting for new trustees, Elizabeth Daniels and Karen Copenhaver
- 3) There will be a Special Meeting of the Board on December 15th to review recommendations from the Anti-Racism Task Force

October Minutes (Ron Miller):

Motion	1 st	2 nd	Vote
Motion to accept the minutes of the October 27, 2020 Board Meeting	Alison Hankey	John Williams	Approved by quorum. Joe and Karen, who did not attend the 10/27 board meeting, and Elizabeth Daniels, who arrived late), abstained

Special guest Peggy Fraser representing Friends of NWPL:

- A written report was submitted
- Delighted about Clare and Bill, looking forward to future work together
- In-person events, Love your Library and the Spring Concert are likely not happening due to the pandemic. Status of Puppies and Pooches, (held virtually in 2020), held on the last Saturday of August, is TBD for 2021. Visit puppiesandpoochesonparade.com/ for details.
- Peggy extended an invitation to all present to become members of Friends of NWPL

Library Director's Report (Clare McFarland):

- A written report was submitted
- Tax-exempt status renewal in progress
- Non-resident library card fee will increase to \$70 as of January 1, 2021 because Woodstock taxpayers are currently paying \$68 per resident for library services
- Given surge in COVID cases statewide, the library has returned to curbside service. Several projects, including weeding of the adult collection, will commence on 11/30/20. Also looking to increase virtual programming through collaboration with the schools and ArtisTree.
- Investigating funding for an on-site AED. Staff training will be provided by WFEMS. Information about the AED will be added to the policy manual
- HVAC adjustments for cold weather season have been made
- First Chapter Fridays is a new initiative launched in collaboration with the high school. Additional initiatives, including a memoir project, are being considered

Treasurer's Report (Joe Boyd):

- A detailed financial report for October was submitted
- The library continues to be in a strong cash position
- The recent undesignated legacy gift will be designated to the building fund
- There are several building projects, including repairs to the front steps and walkway, and window repairs that will need attention

Motion	1 st	2 nd	Vote
Motion to accept the Treasurer's Report as presented	Laurie Chester	Brenda Metzler	Passed Unanimously

Approve Town of Woodstock Representative (Alison Hankey):

- The board conducted an anonymous vote for the Town of Woodstock Library Representative. Laurie Chester was approved unanimously for a 1-year term.

Discussion of new Policy Manual:

- Ron and Clare shared a first draft of the library's new comprehensive Policy Manual developed based on a thorough review of existing NWPL policies, an extensive survey of other Vermont library policies, and the library's current practices and future goals.
- A very thoughtful discussion was had during which board member suggestions and recommendations were taken under consideration and will be incorporated into the final document to be finalized and voted on in early 2021.
- Board members were asked to submit additional comments to Ron and Clare via email

Committee Reports:

Library Art Inventory (Alison and Brenda)

- Conducted physical inventory of library art (over 50 pieces plus maps, building architectural drawings and “nick-nacks”). All pieces will be categorized, photographed and uploaded to a shared site. As applicable, pieces will be compared to appraisal records to determine what should be reappraised, kept or deaccessioned. Other options being considered: virtual art tour, display case featuring rolling exhibits.

Marketing and Communications (Gina McAllister)

- The Annual Report is at the printer
- Gina will review a final galley before going to print
- 1500 copies will be printed and available December 3rd.

Development (Laurie Chester)

- Fall appeal (mailed 10/30) currently at 38% of budget. Will meet or exceed budget.
- 200 new families were added to the 2020 Grand List and likely integral to the success of both Spring and Fall appeals
- Legacy giving is on track
- Laurie will continue to support fundraising efforts, including the annual gala

Electricity Use Report (Ron Miller)

- Three-year electricity use report shows trend towards measurable kWh/month savings
- Will likely be under budget for utility use for 2020

Next meeting

- No Board Meeting in December
- Will hold a Special Meeting of the Board on December 15th to review recommendations from the Anti-Racism Task Force

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 6:58 pm	Anthea	Elizabeth	Passed Unanimously

Respectfully submitted,
Alison Hankey, Secretary
November 29, 2020