

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

September 22, 2020 Board Meeting

Attending:

Ron Miller as President

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Gary Horsman, Anthea Lavalley, Gina McAllister, Chris McIlroy, John Williams

Also present was Library Director Clare McFarland.

Excused: Brenda Metzler, Alison Hankey

Absent: Mark Hall

A quorum was present.

Zoom Meeting

Call to Order at 5:18 PM

Opening Remarks & Announcements

1. Alison Hankey will not attend this meeting, and Gary Horsman has been appointed to take the minutes for this meeting.
 2. Karen White has resigned from the board because she is moving away from Woodstock.
 3. Ron Miller asked what trustees thought about holding our annual Halloween event. It was pointed out that with COVID-19 in mind "normal" Halloween activities are not recommended. We may set up Halloween craft bags that could be picked up on the front steps.
 4. The board is looking for a trustee to serve in the role of liaison to the Friends.
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July Minutes – Two Meetings (Ron Miller)

Motion	1 st	2 nd	Vote
Motion to accept the minutes of the special board meeting of July 7 th .	Joe Boyd	Bill Colson	Passed Unanimously

Motion	1st	2nd	Vote
Motion to accept the minutes of the board meeting of July 28 th .	Laurie Chester	Joe Boyd	Passed Unanimously

Library Director's Report (Clare McFarland)

- A building and grounds review has been conducted. Cost estimates will be requested in writing, and a 2nd quote for specific work will be obtained. John Williams will take this on.
- We consistently have 4-5 people in the library, and we are very careful with the health concerns due to COVID-19.
- We will amend the signature card for our account at Mascoma Bank to maintain Ron Miller and Joe Boyd and add Clare McFarland.

Motion	1st	2nd	Vote
Motion to amend the signature card for our account at Mascoma Bank to maintain authorization for Ron Miller and Joe Boyd and add Clare McFarland.	Joe Boyd	Anthea Lavalley	Passed Unanimously

Treasurer's Report (Joe Boyd)

- We intend to use all the funds provided by the PPP program and expect the total amount of funding we have received to be forgiven. Mascoma is now accepting applications to initiate the forgiveness of PPP loans but is not yet acting on them.
- The HVAC project has been completed. All outstanding invoices will be reviewed, and payments will be made to all contractors to complete the bookkeeping on this project. Funds will need to be moved from Morgan Stanley to Mascoma to make final payments to contractors. We want to replenish the building fund but do not view this as a specific capital campaign at this time. There are still outstanding pledges to the HVAC project, and as these are paid they will be added back to the building fund.
- Ron Miller reported that the community solar project is fully operational and we are now receiving the full extent of credit on our electric bill of (\$351 in August). However, monthly bills have remained quite high, and we will compare this year's bills to earlier years to determine whether the new HVAC system is as efficient as was expected.

Motion	1st	2nd	Vote
To authorize the Treasurer to transfer from the building fund at Morgan Stanley to Mascoma up to \$50,000 to make all outstanding HVAC project payments.	Laurie Chester	Gina McAllister	Passed Unanimously

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

Committee Reports

Nominating (Laurie Chester)

- The nominating committee recommends Elizabeth Daniels as a trustee for the library board.
- The nominating committee recommends Karen Copenhaver as a trustee for the library board.
- Both nominees will be voted on at the board's October meeting.
- Laurie Chester has volunteered to serve as the town representative for a 1-year term when her current term is up in November. Laurie's name will be presented to the Select Board. Laurie will step down from the position of chair of the nominating committee.
- All trustees are encouraged to look for opportunities to increase the board's racial and cultural diversity any time a trustee position becomes available.

Building and Grounds (John Williams)

- As noted in Clare McFarland's report, a review of the building and grounds has been conducted.
- Items that need attention are:
 1. Painting of the rear addition exterior.
 2. The windows and window trim need to be scraped and repainted.
 3. The lower front walkway needs to be replaced, either paved in the same manner or using granite stones to match the upper steps.
 4. Repair to the stonewall at the rear of the building is needed.
 5. It is recommended to add a handrail to the front steps.
- An estimate is that to complete all the work may be in the range of \$50-60K.
- Two formal quotes for the work listed above will be obtained.

Development (Laurie Chester)

- Laurie had submitted a separate development report.
- Of note is that our fundraising efforts have been up substantially this year.
- We intend to send out the fall appeal earlier than in past years, as the results of the upcoming election might have an impact on the fall appeal.
- There will effort to contact and engage families that have recently moved into Woodstock and the surrounding area.

Anti-racism task force (Chris McIlroy)

- The committee members are John Williams, Meg Brazill, Alison Hankey, and Brenda Metzler, with Chris McIlroy as the Chairperson.
- Chris will share a slide presentation on this topic with the trustees.
- Ron pointed out that the bylaws require the board to authorize the work of the taskforce as a formal board committee.

Motion	1st	2nd	Vote
To formalize this committee as a standing committee of the board of trustees of the NWPL.	Anthea Lavallee	Chris McIlroy	Passed Unanimously

Marketing and Communications (Gina McAllister)

- The committee is developing an annual report. They have reviewed the ideas for content and the format. The content is now being prioritized.
- We expect to print 3,000 copies using a 12 x 12 format.
- The cost estimate for printing is \$2,000, and we have an anonymous donor that will cover the printing cost.

New Business

Historical publication and archives (Ron Miller)

- Ron is working on a booklet explaining the history of the NWPL. An anonymous donor would cover the cost of this project.
- In his research for this project, Ron discovered many historical documents stuffed into boxes in the Director's office closet, some pertaining to NWPL but many relevant to Woodstock history generally. He requested a board resolution authorizing him to donate selected materials to the Woodstock History Center, which can curate them more professionally. He invited trustees to review the materials as they wish.

Motion	1st	2nd	Vote
To authorize Ron Miller to create a historical booklet on the NWPL and to approve the donation of certain documents to the Woodstock History Center.	Gina McAllister	John Williams	Passed Unanimously

Next meeting

October 27, 2020 at 5:15 PM

Adjourn

Motion	1st	2nd	Vote
Motion to adjourn at 7:02 PM	Gary Horsman	Bill Colson	Passed Unanimously

Respectfully submitted,
 Gary Horsman
 Secretary