

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

October 27, 2020 Board Meeting

Attending:

Ron Miller as President

Board Members in Attendance: Laurie Chester, Bill Colson, Alison Hankey, Gary Horsman, Anthea Lavallee, Gina McAllister, Chris McIlroy, Brenda Metzler, John Williams

Also present was Library Director Clare McFarland.

- Excused: Joe Boyd
 - Absent: Mark Hall (Mark is no longer serving on the board)
 - 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. After 6-years of service, this was Gary's final meeting.
2. Bill Colson will replace Gary as the Friends liaison.
3. Laurie will be appointed by the Select Board as Town representative and will step away from chairing the Nominating Committee.
4. Joe Boyd will chair the Nominating Committee.
5. In lieu of holding an Annual Meeting for the Community, the Board agreed to present the Annual Report instead.
6. Ron projects completing our Board work for the year by November and proposed not having a Board Meeting in December.
7. Ron Miller proposed holding a special meeting of board for a presentation by the Anti-racism Task Force on December 1st or 8th. *Note, Task Force member, John Williams is not available on the 8th.*
8. Mark Hall has resigned from the Board leaving an opening for a Board member to work with Brenda to review and catalog the Library art collection. Alison volunteered to partner with Brenda on this initiative.
9. We'll discuss the Policy Handbook at our regular Board Meeting in November. Ron will send it to the Board members for review 2-weeks before then.
10. Since Woodstock trick or treating has been cancelled, the Board agreed not to hold our annual Halloween event.

Motion	1 st	2 nd	Vote
Motion to formally thank Gary for his 6-years of Board service.	Ron Miller	Brenda Metzler	Passed Unanimously

September Minutes (Ron Miller)

Motion	1 st	2 nd	Vote
Motion to accept the minutes of the September 22 nd , 2020 Board Meeting	Bill Colson	John Williams	Passed Unanimously

Library Director's Report (Clare McFarland)

- The library has begun accepting book donations again. There is a 3-box limit and the boxes are quarantined for 1 week before handling
- Preschool storytimes have resumed in the side garden for the month of October
- After conferring with staff, two volunteers will work in the library on a weekly basis to help reshelve books and assist Mac.
- Based on current surges in COVID cases, library hours will not be extended, and the number of people allowed in the library will not be increased.
- Online events, including Virtual Bookstock, Great Cooks of Woodstock, and Sustainable Kitchen, and an outdoor poetry reading have been well-attended and received.
- Clare confirmed that the new HVAC system is performing very well
- Compared to last year, library circulation (including eBooks) appears to be down. Board agreed to look into this further to determine what, if any intervention is warranted.
- Free disinfecting products are being offered by the VT Dept of Libraries and NWPL staff will pick up supplies in Barre on 10/28.
- Michael looking into repairing the bench on the walkway between the courthouse and library

Treasurer's Report (Ron Miller on behalf of Joe Boyd)

- With Q1 of the FY complete, cashflow is positive
- The 1st installment from the Town has been received
- Salary/benefits expenses are below expectations due to children's librarian vacancy
- The Grant Task Force will look into what, if any, grants might still be available this FY
- Per the Investment Committee, endowment performance is 11% over prior year

Election of New Trustees (Alison Hankey)

- The board conducted an anonymous vote for two new trustees. Elizabeth Daniels and Karen Copenhaver were approved unanimously.

Committee Reports

Marketing and Communications (Gina McAllister)

- The committee has prioritized the Annual Report and a first draft based on content and format recommendations is forthcoming.
- We will present the Annual Report in lieu of holding the annual community meeting.

Nominating (Laurie Chester)

- More input from Board members is requested in order to ensure Board diversity (skillset, geography, race, ethnicity, etc.)
- Other ideas for recruiting were discussed, including a “call for service” to the community given increase in new families and remote workers to Woodstock
- Need to actively recruit a new member to replace Mark Hall
- Agreed to look into utilizing a board assessment tool to identify specific needs
- Agreed to consider amending the Bylaws to expand recruiting capture area

Development (Laurie Chester)

- Laurie submitted a separate Development Summary
- We have exceeded expectations for Spring Appeal revenues
- The Fall Appeal has been created and will go out in Oct/Nov
- We agreed to draft a Welcome to the Community letter to drive awareness of the library among new residents. This initiative would be separate from appeals.
- Received notice of a legacy gift coming
- Decreased revenues from used book sales continue to be a concern. Accepting donated books again and offering vintage books for sale online are two initiatives intended to mitigate.

Building and Grounds (John Williams)

- We have received Ujon’s estimate to complete the work identified in the review of the building and grounds and are awaiting 2 more quotes.
- We agreed that a formal role for Ujon is unnecessary

Anti-racism task force (Chris McIlroy)

- Chris shared a slide presentation outlining the Task Force progress thus far which was well-received by the Board
- The Task Force will aim to have a working draft of recommendations around 25-NOV.
- We’ll have a special session to present the findings in early December.

Next meeting

November 24th, 5:15 PM via Zoom

Adjourn, 7:07 PM

Respectfully submitted,
Alison Hankey, Secretary