

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

April 27, 2021, 5:15 p.m.

## Board Meeting

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### Attending:

Ron Miller, Joe Boyd (first 30 minutes), Anthea Lavallee, Laurie Chester, Bill Colson, Elizabeth Daniels, Alison Hankey (arrived at 5:30), Chris McIlroy, Brenda Metzler, John Williams

Also Attending: Library Director Clare McFarland, community member, Jon Spector, and prospective Trustee, Priscilla Marsicovetere (note: Priscilla left the meeting prior to the new trustee vote)

- Although Karen Copenhaver did not attend, a quorum was present
  - Minutes recorded by Chris McIlroy and Alison Hankey
  - Submitted by Alison Hankey, Secretary
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### Zoom Meeting

### Call to Order at 5:15 PM

### Opening Remarks & Announcements:

- Officer recommendations requested for May Board Meeting
- Joe Boyd is expected to take the Chair position, but we will need a Treasurer to replace him. Existing board members are encouraged to apply
- Two board positions currently open. There's a specific request for someone with finance/accounting experience
- Budget must be completed/finalized in May

### Treasurer's Report (with Joe Boyd):

- The Board will vote on the new FY budget at the May board meeting
- Confident that we can overcome any budget deficits with cash on hand (including this year's surplus)
- The board unanimously approved the 2020 Form 990

### Vote to approve the 2020 Form 990

Motion (Joy Boyd)	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to approve the 2020 Form 990	Chris McIlroy	John Williams	Approved unanimously

## Approval of March 23, 2021 Minutes:

Motion (Ron Miller)	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the minutes of the March 2021 Board Meeting	Laurie Chester	Brenda Metzler	Approved unanimously

## Library Director's Report (with Clare McFarland):

- A written report was submitted
- +24 candidates applied for the Youth Services Librarian position. Four strong candidates are being considered
- The library is preparing to reopen to the public on June 1 (regular hours M-S)
- There will be a volunteer luncheon held on May 19<sup>th</sup>
- Curbside pick-up will remain in place for the time-being
- The library has begun accepting used book donations again
- Zoning permits requested for June work on the front steps and fence surrounding the HVAC units at the rear of the building
- An estimate to replace the (25-year-old) carpeting has been requested

## Anti-racism Learning Moment (with Ron Miller):

- Ron shared his experience traveling through the South meeting with individuals and organizations and visiting historical sites (e.g., Selma) to learn about African-American culture and history. One of the most compelling reflections Ron shared was learning about *The Talk* that black parents have with their children (especially boys) about how to avoid and survive encounters with police officers.

## Anti-Racism Task Force (ARTF) Update:

- Chris and Laurie presented an overview of the ARTF's work to the Village Trustees
- There will be a presentation to the Select Board on May 18<sup>th</sup>
- Danelle is working on the new racial justice resource page for the NWPL website
- Jon Spector, who sits on the board of Northern Stage in WRJ, proposed a knowledge sharing session between the ARTF and Northern Stage Board of Directors. The Northern Stage is also doing antiracism work.

## Committee Reports:

### *Development/Planned Giving*

- A written report was submitted
- Funding from the Fall and Spring appeals continues to be exceptionally strong
- Working with a graphic designer to create a planned giving brochure
- 2021 Spring appeal letters to be mailed in May
- Two areas of concern remain: inability to sell used books in the foyer and at Bookstock and cancellation of this year's Gala
- Awaiting notification on grant requests totaling \$10k to subsidize window restoration

### *Building & Grounds*

- The board reviewed the 2-phase work plan and budget from Vermont Window Restoration
- Phase One to begin ASAP and proceed from mid-June to November (\$29,547)
- Phase Two November/Dec 2021-Sept 2022 (\$32,548)
- Estimated project duration 17-18 months
- Total cost \$62,095

<b>Motion (Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to approve expenditure up to \$64k based on the work plan and budget submitted by VT Window Restoration	Brenda Metzler	Laurie Chester	Approved unanimously

### *Personnel*

- Agreed to draft a background check policy to be reviewed at the May board meeting

### *Vote for New Trustee*

- The Board voted unanimously to add Priscilla Marsicovetere to the Board of Trustees for a three-year term.

### **Adjourn:**

<b>Motion (Ron Miller)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to adjourn at 7:02 pm	Anthea Lavalley	Elizabeth Daniels	Passed Unanimously

Respectfully submitted,  
Alison Hankey, Secretary  
May 10, 2021