MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD
April 27, 2021, 5:15 p.m.
Board Meeting

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

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

<table>
<thead>
<tr>
<th>Motion (Joy Boyd)</th>
<th>1st</th>
<th>2nd</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to approve the 2020 Form 990</td>
<td>Chris McIlroy</td>
<td>John Williams</td>
<td>Approved unanimously</td>
</tr>
</tbody>
</table>
Approval of March 23, 2021 Minutes:

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

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 19th
- 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 18th
- 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

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

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:

<table>
<thead>
<tr>
<th>Motion (Ron Miller)</th>
<th>1st</th>
<th>2nd</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motion to adjourn at 7:02 pm</td>
<td>Anthea Lavallee</td>
<td>Elizabeth Daniels</td>
<td>Passed Unanimously</td>
</tr>
</tbody>
</table>

Respectfully submitted,
Alison Hankey, Secretary
May 10, 2021