

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

May 25, 2021, 5:15 p.m.

Board Meeting

Attending:

Ron Miller, Joe Boyd, Anthea Lavallee, Bill Colson, Elizabeth Daniels, Alison Hankey, Chris McIlroy, Brenda Metzler, Priscilla Marsicovetere, Karen Copenhaver

- Also Attending: Library Director Clare McFarland
- Excused: Laurie Chester
- A Quorum was present.
- Submitted by Alison Hankey, Secretary

Zoom Meeting

Call to Order at 5:15 PM

Opening Remarks & Announcements:

- 60-day Notice of Board Officer elections in July. Officers:
 - Joe Boyd, President
 - Bill Colson, Vice President
 - Ron Miller, Treasurer
 - Alison Hankey, Secretary
- Welcome new Trustee Priscilla Marsicovetere!
- The Board still needs two Trustees, especially with bookkeeping/financial expertise.

Approval of April 27, 2021 Minutes:

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to accept the minutes of the April 2021 Board Meeting	Bill Colson	Chris McIlroy	Approved by quorum. Abstaining: Karen Copenhaver, Priscilla Marsicovetere

Executive Session regarding personnel.

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to go into Executive Session @ 5:25 PM	Alison Hankey	Brenda Metzler	Approved unanimously

****End of Executive Session: 5:47 PM****

Library Director's Report (with Clare McFarland):

- A written report was submitted.
- Adrian Tans has accepted the Director of Youth Services position
- The library will reopen to the public on Tuesday, June 1st. Hours will be M-F 12:00-6:00 p.m. Patrons and the public will be able to browse the shelves, use the public computers, and purchase books for sale.
- Curbside Pickup service in the lobby will continue for a while longer.
- Mask-wearing and social distancing encouraged.
- In-house programs will resume in August.
- Personnel changes necessitate updating the role designations in Intuit.

Resolution	Vote
Resolution to update Intuit role designations as follows: Jane Blanchard will replace Melissa Shekinah and Clare McFarland will replace Ron Miller.	Approved unanimously

Library Staff Vaccination Policy:

- A Board subcommittee will draft a policy for staff member vaccinations based on Vermont state guidance and requirements for unvaccinated individuals.

Library Staff Background Check Policy:

- The Board agreed that a background check policy should be added to the library policy manual. Chris McIlroy will draft a policy for the Board to review at the June Board Meeting.

Treasurer's Report (Joe Boyd)

- Financial documents were submitted.

1. Capital improvement budget:

- Vote to approve distribution of \$88,065 (the amount allowed under our formula for this fiscal year) from the endowment to the Building Fund to pay for: the window refurbishment, front walkway repairs, and rebuilding the fence around the heat pump units behind the library.

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to transfer \$88,065 from the endowment to the Building Fund to pay for building projects in 2021-2022.	Joe Boyd	William Colson	Approved unanimously

- Vote on policy for Library Director use of discretionary building funds up to \$10k will be held at the June Board Meeting.

2. Approval of 2021-2022 Budget:

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to approve 2021-2022 budget.	Joe Boyd	Alison Hankey	Approved unanimously

3. Approval of Treasurer's Report

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to approve Treasurer's Report.	Brenda Metzler	William Colson	Approved unanimously

Anti-Racism Task Force (ARTF) Update:

- The Board agreed to continue the monthly learning moments to enhance our awareness of social justice and diversity/inclusion issues.
- As the ARTF's work is ongoing, the Board agreed that the task force should continue reporting as a task force each month.

Committee Reports:

Development/Planned Giving

- A written report was submitted.
- Spring appeal letters were mailed on May 19.
- Our grant request for funding by the 1772 Foundation and the Preservation Trust of VT was not accepted although NWPL was named as an alternative project in the event a recipient is unable to accept the award.
- Grant received from the Information Technology Disaster Resource Center to significantly improve the library's WIFI signal outside of the building which will provide improved free internet access to our community.

Friends of the Library:

- A written report was submitted.

Adjourn:

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to adjourn at 7:01 pm	Joe Boyd	Bill Colson	Passed Unanimously

Respectfully submitted,
Alison Hankey, Secretary
May June 11, 2021