

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

January 26th 2021, 5:15 p.m.

Board Meeting

Attending:

Ron Miller, President

Board Members in Attendance: Joe Boyd, Laurie Chester, Bill Colson, Karen Copenhaver, Elizabeth Daniels, Alison Hankey, Anthea Lavallee, Gina McAllister, Chris McIlroy, Brenda Metzler, John Williams (John left the meeting at 6:00 p.m.). Also present: Library Director Clare McFarland.

- A quorum was present
- Minutes recorded and submitted by Alison Hankey, Secretary

Zoom Meeting

Call to Order at 5:17 PM

Opening Remarks & Announcements:

None.

November Minutes:

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to accept the minutes of the November 24th, 2020 Board Meeting	Laurie Chester	Joe Boyd	Approved unanimously

Minutes from December 15, 2020 Special Meeting (held in Executive Session) to consider recommendations from the Anti-Racism Task Force:

Motion (Ron Miller)	1 st	2 nd	Vote
Motion to accept the minutes of the December 15th, 2020 Special Meeting	John Williams	Karen Copenhaver	Approved unanimously

Library Director's Report (Clare McFarland):

- A written report was submitted
- The Public Library Annual Report for the fiscal year July 1, 2019 - June 30, 2020 available for input. The deadline for this year's report is February 26. Board members were asked to submit their volunteer hours (including Committee hours) directly to Clare by January 29th.
- Email notice of the Non-resident library card fee increase to be sent February 1st.
- Purchase of the AED on temporary hold until required in-person training can be done.
- Library to participate in Strengthening Families Working Group beginning February 11th.

- The Woodstock Community Foundation provided a grant to give a free book and craft to 48 children per month (January-May). Bags will go to the Woodstock Food Shelf and remainders will be available in the library's front lobby.
- Curbside pickup remains very active. "Book Bundles" for kids have been added and patrons can now ask for an assortment of "NEW" picture books, middle grade or young adult books or graphic novels.
- In addition to their standard programming, the Library has a wide variety of new online program offerings this winter, including: Pysanky, Zentangle, "rapid review," Qigong, Virtual Art Show, etc.
- The staff engaged in a variety of professional development webinars and trainings during December & January.

Treasurer's Report (Joe Boyd):

- Detailed financial reports were submitted
- The library continues to be in a healthy cash position with below budget expenses and strong fundraising
- The \$50k Coronavirus-related PPP Loan received in April 2020 has been forgiven
- The Board voted unanimously to split recent, unencumbered gift equally between the General Fund and the Building Fund.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to split gifted funds equally between the General and Building Fund.	Joe Boyd	Laurie Chester	Passed Unanimously

- The Board voted unanimously to transfer the majority of funds in the gift fund account to the endowment portfolio. A small portion of the gift fund will remain in the account to keep it open.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to transfer majority of money in the gift fund to the endowment portfolio and maintain a small portion of funds in the gift fund to keep it open.	Laurie Chester	Bill Colson	Passed Unanimously

- The Board resolved to formally thank Linda Smiddy who has provided many years of service to the Board on the Investment Committee and as Chair of the Bylaws Committee. Linda is stepping down from all NWPL involvement.

Resolution (Board)	1st	2nd	Vote
Resolution to formally thank Linda Smiddy for her years of service on behalf of the Board.	Laurie Chester	Karen Copenhaver	Passed Unanimously

Motion (Ron Miller)	1st	2nd	Vote
Motion to accept the Treasurer's Report	Chris McIlroy	Brenda Metzler	Passed Unanimously

Anti-Racism Task Force (ARTF) Update:

- The Board agreed to implement Alison Hankey's proposed framework for Learning Moments at our monthly Board Meetings. Each month, a Board member will volunteer to share a personal experience, book recommendation, article, podcast, movie, etc. followed by a short discussion in our effort to foster increased education and awareness of the impact of racism among Board Members. We will re-evaluate the Learning Moment activity after 3-months. Chris McIlroy volunteered to share the first Learning Moment during the February Board Meeting.
- As part of the "take a stand" portion of its recommendations the ARTF contributed to the revised mission statement and newly-drafted Policy Manual.
- ARTF Next Steps: articulate a strategic plan, build out a conceptual framework for a NWPL anti-racism Webpage (to be discussed at next Board Meeting), draft an anti-racism position statement from the Executive Director, and support the Personnel Committee in their efforts to recruit diverse board members.
- Karen Copenhaver recommended we seek to understand our own (Town of Woodstock, NWPL) history as part of our efforts to foster increased awareness and education among the Board.

Discussion/Possible Adoption of New Policy Manual:

- After a collaborative and lively discussion, the Board agreed to continue to review and refine the Policy Manual over the next month.

Committee Reports:

Development:

- The Spring and Fall appeals have exceeded expectations spurred by a variety of factors including new large donors and increased publicity/awareness.
- Laurie cautioned that we cannot count on the strong fundraising results forever and to be diligent in resuming other key activities such as the annual Gala and book sales as soon as possible.
- Laurie has begun outlining a plan for the Legacy Giving program and has recommended forming a Board Committee to take this initiative forward.

Personnel:

- The Personnel Committee will meet on February 3rd to begin planning for recruiting new Board Members (we currently have 12). Board members were asked to submit ideas to Joe, especially related to increasing diversity.

Adjourn:

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

Respectfully submitted,
Alison Hankey, Secretary February 7, 2021