

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

July 27, 2021, 5:15 p.m. Simmons House, 32 Pleasant St.

## Board Meeting

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### Attending:

Ron Miller, Joe Boyd, William Colson, Elizabeth Daniels (via Zoom), Alison Hankey, Brenda Metzler, Priscilla Marsicovetere, Karen Copenhaver, Laurie Chester, Chris McIlroy (via Zoom)

- Also Attending: Library Director Clare McFarland
- Excused: Anthea LaVallee
- A quorum was present
- Submitted by Alison Hankey, Secretary

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### Zoom Meeting

#### Call to Order at 5:25 PM

### Opening Remarks & Announcements:

- After serving a distinguished, impactful 3-year term overseeing Development, and, most recently representing the board as Town of Woodstock Representative, Laurie Chester will be leaving the board.
- Ron proposed a day-long strategic planning retreat for the board this fall. All agreed this would be valuable time spent. A weekend day is preferable to accommodate board members who work full-time.

### Approval of June 22, 2021 Minutes:

Motion (Ron Miller)	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the minutes of the June 2021 Board Meeting.	Bill Colson	Karen Copenhaver	Approved unanimously.

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

- A written report was submitted
- Masks are required for all unvaccinated individuals at all times while in the library. Signs are posted throughout the library as reminders and disposable masks are available at the front desk. Priscilla recommended equipping library staff with talking points to aid them in enforcing the requirement.
- This summer's significant increase in visitors to Woodstock has presented challenges to maintaining social distancing downstairs in the Children's Library as people use the restroom. In anticipation of a significant influx of visitors during foliage season, the board unanimously agreed to authorize Clare to hire temporary personnel to enforce building capacity limits as needed.
- Clare will also reach out to the WACC to discuss options for re-directing visitors to the public restrooms in the visitor information center.

<b>Motion (Ron Miller)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to authorize Clare to hire temporary personnel to help monitor building capacity limits and enforce social distancing from August-October.	Karen Copenhaver	Brenda Metzler	Approved unanimously.

- The meeting rooms will be open to patrons and the public in August
- Programming and weekly events will move from Zoom to in-person in August
- The library now has a bi-weekly piece in the VT Standard that includes updates on the most circulated books, publisher synopses and staff and patron reviews.

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

- A detailed financial report for May was submitted
- The library continues to be in a strong financial position
- The board reviewed and approved the Capital Expenditure Policy which includes authorizing the Head Librarian to approve up to \$5,000 in capital expenditures to the property (not routine maintenance). Expenditures will be reported to the Building Committee, to the Executive Committee, and the Trustees at the board meeting following the expenditure. The full Capital Expenditure Policy will be added to the general Policy Manual.

<b>Motion (Ron Miller)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to approve the Capital Expenditure Policy.	Priscilla Marsicovetere	Bill Colson	Approved unanimously.

### **Library Staff Vaccination and Mask Policy:**

- There was significant discussion about the proposed policy, which had been revised based on feedback from the previous month's board meeting. This policy is intended to protect library staff and patrons, visitors to the library, and the community at large. Given the fluid and unpredictable nature of COVID, the policy was written as a living document that will evolve as necessary as circumstances on the ground change.

<b>Motion (Ron Miller)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to adopt the NWPL COVID-19 Policy.	Alison Hankey	Bill Colson	Approved (7Y, 1 abstention, 1N)

### **Library Staff Background Check Policy:**

- The Board agreed to table this until the August Board Meeting.

### **Committee Reports:**

#### *Development/Planned Giving (with Laurie Chester)*

- A written report was submitted.

**Election of Officers:**

- All approved unanimously.  
President: Joe Boyd  
Treasurer: Ron Miller  
Vice President: Bill Colson  
Secretary: Alison Hankey

**Adjourn: 8:00 PM**

Respectfully submitted,  
Alison Hankey, Secretary  
August 5th, 2021