

# MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

October 26, 2021, 5:15 p.m.

Board Meeting

## Attending (via Zoom):

- Ron Miller, Joe Boyd, William Colson, Brenda Metzler, Karen Copenhaver, Chris McIlroy, and Anthea LaVallee, Elizabeth Daniels
- A quorum was present for all votes taken
- Also Attending: Library Director Clare McFarland
- Excused: Priscilla Marsicovetere  
Chris McIlroy was also absent due to a medical emergency
- Rachael Ringenberg and David Green joined the meeting at 5:40 as new trustees following board votes.
- Submitted by Karen Copenhaver, Secretary

## Zoom Meeting

Call to Order at 5:19 PM

## Opening Remarks & Announcements (Joe Boyd):

Joe called the meeting to order at 5:19 and confirmed that a quorum was present. Joe requested all trustees to fill out the form that he will circulate after the meeting to update their contact information.

## Approval of September 2021 Minutes:

The draft minutes of the September 2021 Minutes were reviewed and after several corrections and edits, a motion was made to approve the minutes as amended. A copy of the final revised minutes is attached to these minutes.

Motion (call for a motion by Joe Boyd)	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the minutes of the September 2021 Board Meeting, as amended.	Ron Miller	Bill Colson	Approved unanimously.

## Vote on new directors:

Anonymous polling was conducted with SurveyMonkey for both candidates introduced to the board at the September meeting, and, by unanimous votes,

Rachael Ringenberg and Dave Green were welcomed as new Trustees.

**Library Director's Report (Clare McFarland):**

- Clare reviewed her written report distributed in advance of the meeting with the Board and lively discussion ensued.
- The Board thanked Clare for the progress made on many repair and maintenance tasks, and for the introduction of exciting new programs and services that are so welcome after the community's forced isolation.

**Treasurer's Report (Ron Miller)**

- Ron provided a careful review of the P&L and Balance Sheets that were provided in advance of the meeting.
- Ron also reviewed the recommendations provided by the group tasked with a strategic plan for the wise use of the Marder gifts. The group's recommendations were provided in advance of the meeting in a document titled: Putting the Marder gift to work: A Proposal.

<b>Motion (call for a motion by Ron Miller)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to approve the proposed uses and allocations of the received portions of the Marder Gift	David Green	Bill Colson	Approved unanimously.
<b>Motion (call for a motion by Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to approve Treasurer's Report as submitted	Karen Copenhaver	Elizabeth Daniels	Approved unanimously.

**Fall Appeal (Clare McFarland and Joe Boyd)**

The fall appeal letters have been printed ready and will be in ready for signature. Directions for Board members to append personal notes will be provided this week. The letters will be mailed November 8<sup>th</sup>.

**Library Staff and Volunteer Background Check Policy:**

The draft policy provided in advance of the meeting was reviewed and discussed, after several edits, a motion was made to approve the policy as amended. A copy of the final revised policy is attached to these minutes.

<b>Motion (call for a motion by Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to approve background policy (as revised)	Brenda Metzler	Ron Miller	Approved unanimously.

**Anti-Racism Task Force / Diversity, Equity and Inclusion Committee (Anthea LaValle):**

On behalf of the newly commissioned Diversity, Equity and Inclusion Committee, Anthea LaVallee provided a very personal Learning Moment from her own leadership experience. The Board members thanked Anthea for sharing her story and perspective and asked her to circulate the HBRF Statement on Standing for Racial Justice that resulted from her extended exchanges regarding its goal and content.

Following discussion regarding the optimal timing of the next meeting of the Board during the holiday season, it was concluded that a single meeting early in December would be the best option. A survey will be circulated regarding the availability of Board members during the first or second week of December. There being no further business, the Chair requested a motion to adjourn:

<b>Motion (Call for motion by Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to adjourn.	Ron Miller	Bill Colson	Approved unanimously.

**Thereafter the meeting was adjourned at 7:02 PM**

Respectfully submitted,  
Karen Copenhaver, Secretary  
October 28th, 2021