

## MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

February 28, 2022, 5:15 p.m.  
Board Meeting

---

### Attending (via Zoom):

- Joe Boyd, Ron Miller, William Colson, Elizabeth Daniels, Brenda Metzler, Chris McIlroy, Anthea LaVallee, David Green, and Rachael Ringenberg in attendance.
  - Noah Anderson joined the meeting at 5:45 following the vote for his admission as a Trustee.
  - A quorum was present for all votes taken.
  - Also Attending: Library Director Clare McFarland.
  - Submitted by Karen Copenhaver, Secretary
- 

### Zoom Meeting

#### Call to Order at 5:17 PM

#### Opening Remarks & Announcements (Joe Boyd, Chair):

Joe noted that Noah Anderson was waiting to be notified of the outcome of a vote on his nomination, but asked that the Board first approve the minutes of the January meeting.

#### Approval of January 2022 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 January 2022 Board Meeting.	Bill Colson	Ron Miller	Approved (unanimously by those voting, with abstention by Elizabeth Daniels).

#### Vote on new director:

Joe reviewed Noah Anderson's impressive successes as a Woodstock High School student, a trustee candidate introduced to the board at the January meeting, and noted that Noah intends to enroll as a freshman college student in Burlington in September. The Board considered the requirement of the Bylaws that all Trustees "[a]t the time of their election or re-election to the Board," shall be "an individual who is a fulltime resident of one of the towns served by the Library" and concluded that, although Noah is a current fulltime resident of Woodstock at this time, that status and his role as a Trustee should be reviewed in the Fall. Anonymous polling was conducted with SurveyMonkey for Noah Anderson, and, by a vote of 8 to 2, Noah Anderson was welcomed as a new Trustee.

Joe noted that with the resignation of Priscilla Marsicovetere from the Board, all Board members should consider making introductions of potential new trustees to the Nominating Committee.

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

Clare submitted a comprehensive written report in advance of the meeting.

Clare expressed her appreciation and the appreciation of the volunteers managing book donation for the foyer book sale, for a new book truck that was purchased by the Friends of the Library.

She provided the Board with a narrative overview of many of the maintenance projects underway at the library.

- A final quote is expected for the carpet project in the first week of March. The carpet has been selected and, assuming the final quote is, as promised, in line with prior estimates and discussions, the project will proceed with installation scheduled for September 6 to the 16<sup>th</sup> in accordance with a plan intended to allow the library to remain open for the entire installation period.
- The work by Vermont Window Restoration is proceeding to plan and the hard-to-reach storm windows in the mezzanine will be re-installed during the second week of March. The interior windows will be removed later in the month.
- A plasterer has agreed to inspect the area of concern in the Reading Room.
- Black Hill Electric will also be continuing their work in the second week of March.

Library programs continue to be very well attended and received with enthusiasm. A good example is a virtual program last week entitled Aging Gardeners and Their Gardens. This program was attended by 230 people, which is far more than the Mezzanine would permit for an in-person event. It is clear that virtual and hybrid events will continue to play an important role in the Library's programming going forward.

On March 2 Clare will attend the Windsor County Library Directors meeting and on March 3 she will attend a Vermont Department of Libraries "Larger Libraries" meeting. Clare will also attend a webinar on March 4 by Vermont Department of Libraries on records retention.

Clare has also joined the Budget/ Finance Committee of the Collaborative Summer Library Program, a non profit, charitable organization that supports literacy, education and science through summer reading events in public libraries across the United States. <https://www.csllpreads.org/>  
<https://www.csllpreads.org/committees/#1423804990112-7-247f3-f328>

The VLA (Vermont Library Association) has received funding for a Sustainable Libraries Working Group to work with the Sustainable Libraries Initiative in New York to create a small cohort of libraries here in Vermont. <https://sustainablelibrariesinitiative.org>

The Library continues to make significant investments in staff training for the upcoming launch of Aspen Discovery. <https://bywatersolutions.com/projects/aspen-discovery>

VTLIB is in the initial phases of onboarding public libraries to the Palace App. Palace will allow patrons to access the statewide collection of eBooks and Audiobooks, as well as Green Mountain Library Consortium's (GMLC's) Overdrive collection for libraries who subscribe. The Palace Project is a new, non-profit platform that puts libraries at the forefront of the e-content landscape. Palace supports the mission of libraries by providing equitable access to digital

knowledge, bolstering the relationship between libraries and patrons, protecting patron privacy, and enabling libraries to serve all their e-content in a single app. It is funded by a \$5 million investment from the John S. and James L. Knight Foundation. Staff training for this new platform will be later this month.

Rachael inquired into the availability of other programs that might increase the availability of eBooks from the Library. Clare explained some of the current restraints and expenses associated with eBook acquisition and said that she looks forward to additional steps at the state level to increase access to eBooks.

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

Ron provided a detailed written financial report and treasurer's narrative for the Trustees prior to the meeting.

He drew the Board's attention to the written reports and summarized his message as one of keeping the Board's attention on the heavy lift required to meet our budget before the end of the fiscal year in June. Ron and Joe reported on meetings and conversations with Michael Ricci regarding development initiatives underway. Although in other years the Library has waited until after the April Gala to send the letters for the Spring appeal, in the absence of a Gala this year, those letters can and will be mailed earlier. Proposals for matching funds and other incentives for timely response and participation are in planning and under consideration.

Although the Board has decided not to have the traditional Gala this year, the Board would like to develop other events to increase opportunities for donors to connect with the Library and its mission. Discussion of several options ensued and several Board members volunteered to follow up on a variety of details related to consideration of the options.

The Investment Committee conducted the regularly scheduled quarterly review of the endowment with Morgan Stanley. This meeting was focused on the end of the last quarter, which was also the year end. These quarterly totals are plugged into the twelve-quarter average which determines the appropriate draw from the endowment for Library expenses next year.

The Finance Committee will be meeting in the coming weeks to consider the appropriate allocations and use of the additional monies coming in from the Marder gifts.

<b>Motion (Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to approve Treasurer's Report	Dave Green	Anthea LaVallee	Approved unanimously (with Ron's abstention).

### **Other Business**

Brenda reported on a new initiative related to DEI to preserve the Board's momentum on these topics despite the need to reassess near in goals in light of the loss of Priscilla's participation in the committee. As a next phase of the Board's learning moments, the DEI committee will distribute occasional links to curated resources that will help to build a common base of shared stories and perspectives. These will provide points of connection for the Trustees as a group and inform the work that we share.

Joe mentioned that Peter Rosmenier wanted to have a someone associated with the Library identified as a point person for questions associated with Bookstock. Joe is always considering ways in which the Friends of the Library can support the Library's programs and mission and thinks there may be someone among the Friends who would be a good fit for this role.

Joe also reported that he met with Mary Riley regarding his potential nomination as the Town Representative for the Library. Mary said that after Town Meeting the Selectboard will make its appointment for a one-year term.

The date having been set for the next meeting of the Board for March 28, 2022, at 5:15, and there being no further business, the Chair requested a motion to adjourn: Executive committee will meet before the 28<sup>th</sup> and will inform everyone where the meeting will be held, in person or via Zoom.

<b>Motion (Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to adjourn.	Chris McIlroy	Joe Boyd	Approved unanimously.

**Thereafter the meeting was adjourned at 6:38 PM**

Respectfully submitted,  
Karen Copenhaver, Secretary  
January 26, 2022