

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

March 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, Rachael Ringenberg, Karen Copenhaver and Noah Anderson in attendance.
 - A quorum was present for all votes taken.
 - Submitted by Karen Copenhaver, Secretary
-

Zoom Meeting

Call to Order at 5:19 PM

Opening Remarks & Announcements (Joe Boyd, Chair):

Joe convey Clare's apologies for not joining the meeting. She had an unexpected opportunity to tend to an important, hard to schedule medical appointment at this time.

Approval of February 2022 Minutes:

Motion (call for a motion by Joe Boyd)	1 st	2 nd	Vote
Motion to accept the minutes of the February 2022 Board Meeting.	Ron Miller	David Green	Approved unanimously.

Library Director's Report (Clare McFarland):

Clare submitted a comprehensive written report in advance of the meeting. Joe confirmed that everyone had an opportunity to review the report and asked if there was anything in the report that merited further discussion. It was noted that Clare continues to manage a very large number of important maintenance projects underway at the library.

Joe also noted that the Vermont Department of Libraries has distributed a Public Salary Survey for the State of Vermont to all Vermont public libraries. It is intended to capture information on wages and benefits for all public library staff. Although the results will not be available until the Fall, at the earliest, and the survey will cover a very wide range of staffing models and sizes of library facilities, Clare is looking forward to having this information on a topic that has been a real focus for her. Clare does not, however, want to delay any salary or budgeting decisions until the survey is available.

Clare has not made any final decision regarding lifting the mask mandate and will continue to monitor the state's guidance and local norms.

Joe focused on the project that has been underway for many months to replace the carpeting throughout the library. Clare received a final proposal that is consistent with the expected total project cost previously discussed with the Board and now asks the Board for a formal vote to authorize her to take the steps necessary to proceed. The installation is planned for September 6 through the 16th and attention will be paid to minimizing disruption to the Library's operations.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to authorize the Library Director to enter into the appropriate contracts for the purchase and installation of new carpeting, including making a down payment of \$30,000.00 toward the total quoted price of \$67,114.04.	Karen Copenhaver	Ron Miller	Approved unanimously.

Treasurer's Report (Ron Miller)

Ron provided a detailed written financial report and treasurer's narrative for the Board prior to the meeting. He described these reports as indicating that everything was proceeding routinely as scheduled. Following an opportunity for questions and discussions, a motion was made to accept the Treasurer's Report.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to approve Treasurer's Report	Karen Copenhaver	Chris McIlroy	Approved unanimously.

Ron also reviewed with the Board a detailed proposal made by the Finance Committee for the allocation of the funds recently received so generously from the Marder estates.

In the course of developing the proposal, the Finance Committee suggested some restructuring of the existing accounts for clarity and efficiency. Toward that end, Ron requested the Board's approval to create a new account at Morgan Stanley. This account will hold funds reserved for specific purposes. They will be invested for short to intermediate term safety and are not considered part of the general endowment fund which is invested long term and used for annual operating needs with distributions based on a standard formula.

The funds in the new account constitute money that is readily available for use for specific purposes, such as capital improvements or book and similar media purchases, which are identified by the board as needed, not on a formula basis.

The initial amount to be placed in the fund from the recently received Marder gifts is \$275,000. \$140,000 of which is to be designated as Capital Improvement Funds. This matches \$140,000 which is presently in the general endowment fund that is reserved for capital expenditures. Those funds will no longer be designated as for capital funds and will now be included in the formula for distributions for annual operating expenses.

The Finance Committee is asking that the Board ratify the \$400,000 of the amount recently received that has already been deposited into the endowment.

Other specific proposals for use of the funds received or to be received from the Marder estates were discussed, including a request that some portion of the funds be similarly designated for support of increases in staff salary and benefits, and, a suggestion that a very small amount be used in support of the work of the Diversity, Equity and Inclusion Committee, as Anne Marder had a lifelong commitment to the Ethical Culture Society and to these issues. These topics will be revisited at future meetings.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to authorize the Treasurer to open a new Intermediate Term Investment Fund account at Morgan Stanley to be funded with an initial amount of \$275,00.00	David Green	Bill Colson	Approved unanimously.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to accept the recommendations of the Finance Committee regarding allocation and use of funds received from the Marder estate as set forth in the Marder Proposal	Karen Copenhaver	David Green	Approved unanimously.

Motion (Ron Miller)	1st	2nd	Vote
Motion to approve the election of David Green as Treasurer effective immediately	Chris McIlroy	Elizabeth Daniels	Approved unanimously (with David's abstention).

Diversity, Equity and Inclusion Committee

Brenda, and other board members confirmed, that the shared resource materials concept has been well received. She heard from a number of Board members that the first suggested "listen" from Dr. Amante-Jackson on the Culture of DEI: Creating and Manifesting Belonging was deeply moving. The goal is to help the Board develop a common background, experience and vocabulary that is both current and rooted in our shared history. For next month, Chris will be providing a link to a podcast based on the book The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together by Heather McGhee.

Chris reported on further conversations with James McKim, a consultant working with many companies on diversity equity and inclusion initiatives who was introduced to the Committee by former NWPL Trustee Priscilla Marsicovetere. The Committee had requested a proposal from James for ways that the Board might engage him for additional assistance, including, potentially, a meeting with the entire Board. In a follow-up conversation, Chris and James discussed, as a next step, a facilitated conversation with and among the Board members at one or two strategic (hopefully in-person) retreats designated for this purpose. With the Boards full support and encouragement, Chris will continue those discussions.

Other Business

Joe was told verbally by Mary Riley that the Town had designated Joe as the Town Representative to the Library. He is on the lookout to receive the written confirmation that is required.

The Budget Committee, which includes Joe, Dave, Clare, Michael, Jane and Ron will be meeting this month and will bring some ideas for a budget for our next fiscal year to the next meeting.

The date having been set for the next meeting of the Board for April 25th, 2022, at 5:15 p.m., and there being no further business, the Chair requested a motion to adjourn. Hoping to meet in person, but depends

Motion (Joe Boyd)	1st	2nd	Vote
Motion to adjourn.	Noah Anderson	Anthea LaVallee	Approved unanimously.

Thereafter the meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
March 28, 2022