#  **MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD**

June 27, 2022, 5:15 p.m.

Board Meeting

**Attending (via Zoom):**

* Joe Boyd, William Colson, Chris McIlroy, Anthea LaVallee, David Green, Rachael Ringenberg, Elizabeth Daniels, Karen Copenhaver and Noah Anderson in attendance.
* Clare McFarland, executive director, was present by invitation. Clare, who was recovering from COVID, left the meeting at 5:31.
* Brenda Metzler provided notice that she would not be in attendance due to a death in her family.
* 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 verified that a quorum was present and asked if there were any additions to the Agenda and, hearing none, called for a motion to approve the proposed Minutes of the May meeting.

**Approval of May 2022 Minutes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Motion (call for a motion by Joe Boyd)** | **1st**  | **2nd** | **Vote** |
| Motion to accept the minutes of the May 2022 Board Meeting.  | Joe Boyd | David Green  | Approved unanimously (with Elizabeth Daniels abstaining from the vote due to absence from the meeting.)  |

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

Clare submitted a written report in advance of the meeting, including an update on the progress made on a number of building maintenance related projects. Clare requested recommendations from Board members for companies that could address the broken cement on the handicap ramp which has been identified as a concern by the library’s insurance carrier.

Bookstock, which was held on June 24th through 26th, was well executed and attended despite the last-minute loss of three of the major speakers due to COVID and illness. Anticipated concerns about mask requirements were unwarranted. Cooperation was high. The Library’s Vintage Book Sale was extremely successful, especially in light of the fact that this was the second Vintage Book Sale the Library hosted this fiscal year. Clare anticipates proceeds from this sale of $3164.

Clare included in her written report two proposed policies that address requirements for the Sustainable Library Certification. ( <https://sustainablelibrariesinitiative.org/>) One policy addresses a commitment to sustainability in general and the other a commitment to take sustainability into consideration in the library’s purchasing decisions. These proposed policies will be discussed and voted upon at a future meeting.

Clare left the meeting at the end of her report as she is still recovering from COVID.

**Treasurer’s Report (David Green)**

David submitted a comprehensive written report, income statement and proposed budget for 2022-23 in advance of the meeting. David reviewed the Library’s revenues and expenses as of May 31st to the budgeted amounts for the full fiscal year ending on June 30. Despite all of the challenges that were faced this year, including the need to cancel the annual fund raising gala and increased utility costs, the library remains on track to meet its overall budget for the fiscal year. David also reviewed the status of the endowment and other Morgan Stanley accounts.

David focused the Board on the Draft ’22-’23 Budget provided by the Budget Committee (Clare, Jane, Joe and Dave). An updated Budget was provided to the Board in both short form and in a more detailed spreadsheet for the Board’s review in advance of the meeting. The draft provided for this month’s meeting was changed slightly from the draft provided for the May meeting to reflect salary adjustments made at the May meeting and to account for the anticipated DEI consulting engagement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Motion (Joe Boyd)** | **1st**  | **2nd** | **Vote** |
| Motion to approve Treasurer’s Report | Elizabeth Daniels | Bill Colson | Approved unanimously. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Motion (Joe Boyd)** | **1st**  | **2nd** | **Vote** |
| Motion to approve the 2022-2023 Budget as proposed | Noah Anderson | Chris McIlroy  | Approved unanimously. |

**Trustee Matters:**

Joe provided notice of a future vote on two potential additions to the Board. Susan Piccoli, librarian for the Woodstock Union High School, and Tom List, who was formerly the manager of the Woodstock Inn and the Kedron Valley Inn and has recently returned to town. The Nominating Committee has been asked to conduct their required interviews and reviews of these candidates. Assuming those reviews are completed prior to the next meeting and materials are provided to all Board members in advance, Joe would like to vote on these nominees in July.

**DEI Committee Report:**

Chris reviewed the formal written proposal provide by James McKim, a DEI consultant, as requested by the Board at its last meeting. The proposal outlines the four-part program that Chris has described at prior meetings, including two sessions of Board development and two facilitated community conversations, and establishes the price for all four parts at $3000. There was an extended discussion of the required commitment and timing, and frustration was expressed that concerns had not been raised earlier in the process. The DEI Committee is anxious to take the next steps that have been under discussion for many months.

|  |  |  |  |
| --- | --- | --- | --- |
| **Motion (Joe Boyd)** | **1st**  | **2nd** | **Vote** |
| Motion to accept proposal submitted by James McKim and move forward with engagement for DEI program. | Chris McIlroy  | Anthea LaVallee | Approved, with five votes in favor and four opposed. |

**Next Meeting:**

The next Board meeting will be on July 25th, at 5:15 p.m. Joe would like to have this meeting in person if possible but we will make that decision closer to the date.

**Other Business:**

There being no other business, Joe requested a motion to adjourn.

|  |  |  |  |
| --- | --- | --- | --- |
| **Motion (Joe Boyd)** | **1st**  | **2nd** | **Vote** |
| Motion to adjourn. | Bill Colson | Chris McIlroy | Approved unanimously. |

**Thereafter the meeting was adjourned at 6:19 p.m.**

Respectfully submitted,

Karen Copenhaver, Secretary

June 28, 2022