

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

August 22, 2022, 5:15 p.m.
Board Meeting

Attending (via Zoom):

- Joe Boyd, Brenda Metzler, William Colson, Chris McIlroy, David Green, Rachael Ringenberg, Karen Copenhaver and Noah Anderson in attendance.
 - Clare McFarland, executive director, was present by invitation.
 - Annie Hauze – was present as a member of the public.
 - Anthea LaVallee and Elizabeth Daniels provided notice that they would not be in attendance.
 - A quorum was present for all votes taken.
 - Submitted by Karen Copenhaver, Secretary
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Zoom Meeting

Call to Order at 5:20 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 July meeting.

Approval of July 2022 Minutes:

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

Voting in New Trustees:

Joe directed the board to the biographical material provided in advance of the meeting on each of three proposed new trustees, Bianca Zlatea, Tom List and Susan Piccoli. The nomination of each of these candidates had been proposed to the board at prior meetings. Joe asked if there were any questions or discussion and, there being none, Joe asked the trustees if he could move directly to the vote. Voting on each proposed new trustee was conducted via SurveyMonkey and the vote on each nominee was passed unanimously by all trustees present at the meeting.

Following the vote, at 5:25 p.m., Bianca Zlatea joined the Zoom meeting as a new trustee. Susan Piccoli joined the meeting at 5:30, via telephone. Tom List was not available for this meeting due to prior commitments.

Library Director's Report (Clare McFarland):

Clare provided a detailed written report in advance of the meeting.

Clare reported on progress on a number of building maintenance projects, including continued progress on the window renovations which should be completed by the end of August, and installation of the new carpet in September. The carpet installation will require the library to be closed on Tuesday, September 6th through Thursday, September 8th. The installs should be completed by Friday, September 16th.

Clare in particular wanted to express her appreciation for Paul Efstathiou. Paul, a long-time library patron and an arborist, has offered to prune the two black locust trees outside the library without charge.

The library's programs continue to be very popular, particularly the chess clubs, and Clare is looking forward to the start of the debate club. The library hosted Ron Miller and Jackie Fischer for the first of a two-part conversation on the book *The Most Costly Journey*, which was the Vermont Humanities Council (VHC) selection for this year's Vermont Reads program. The conversation included participants' reactions to the book, reflections on the immigration experience in our own family histories, and insights from a conversation with representatives from the organization Migrant Justice.

The library's participation in the Market on the Green each Wednesday has been very effective in introducing new residents to the library.

As Clare prepared for the carpet installation, she discovered many historical documents and artifacts that the library should preserve and display hidden in closets and corners. She has initiated a collaboration with the Woodstock Historical Center to place appropriate display cases in the library for historical papers, photos and other artifacts as soon as the carpet installation is complete.

The library applied for and received a USB RODE microphone from the VT Department of Libraries. The microphone, which is designed for podcasting and streaming, will be added to the library collection for use by patrons.

The library continues to participate in the Sustainable Libraries Initiative and will be hosting the regional meeting in November. A "Big Green Box" has been placed behind the circulation desk for Patrons to conveniently recycle their batteries.

The staff has continued a dedicated focus on continuing education, including registration for :

- Overview of ABLE Library (Audio, Braille, Large-print, and Electronic books);
- Overview of Library Security Best Practices;
- Introduction to Library Ethics;
- How (and Why) to Do a Simple External Communications Audit;
- From Diversity to Inclusion: How to Audit Your Collection and Why; and
- Tear Down This Wall: The Americans with Disabilities Act: What Libraries Need to Know.

Treasurer's Report (David Green)

David submitted a comprehensive written report and income statement in advance of the meeting. The provided report covers just one month into the fiscal year but shows that we are off to a good start. With the new fiscal year, Jane, the library's bookkeeper, is making adjustments to put the library's accounting

on an accrual rather than a cash basis. David will follow that process. Jane's reported salary numbers make sense in that context.

The outside auditors are now scheduled to conduct their review on October 3rd, after the carpet installation is completed, in time to complete their review before the November deadline.

David briefly reviewed the information provided regarding the performance of the various Morgan Stanley Accounts and reported on the NWPL Investment Committee's quarterly review on August 18 (via Zoom) with the library's advisors at Morgan Stanley. The advisors are not recommending any significant changes in hedging strategies or drawdown policies at this time.

After discussion, Joe asked for a motion to approve the Treasurer's report.

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

DEI Committee Report:

The DEI Committee will be meeting with Clare in the coming weeks to align perspectives on the timing and construction of the program.

Next Meeting:

The next Board meeting will be on September 26th, at 5:15 p.m., location and other details (Zoom, or in person and/or hybrid) to be determined. Joe 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.	Bianca Zlatea	Chris McIlroy	Approved unanimously.

Thereafter the meeting was adjourned at 6:05 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
August 22, 2022