

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

July 25, 2022, 5:15 p.m.
Board Meeting

Attending (via Zoom):

- Joe Boyd, Brenda Metzler, William Colson, Chris McIlroy, David Green, Rachael Ringenberg, Elizabeth Daniels, Karen Copenhaver and Noah Anderson in attendance.
 - Clare McFarland, executive director, was present by invitation.
 - Elizabeth Daniels left the meeting at 6:02.
 - Anthea LaVallee provided notice that she 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 5:18 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 June meeting.

Approval of June 2022 Minutes:

Motion (call for a motion by Joe Boyd)	1 st	2 nd	Vote
Motion to accept the minutes of the June 2022 Board Meeting.	David Green	Rachel Ringenberg	Approved unanimously (with Brenda Metzler 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 detailing various library programs in the month of July, progress on a number of building maintenance projects and receipt of additional ARPA funds from the Vermont Department of Libraries that will be used to upgrade staff computers.

Clare focused the Board on three action items. First was review of a letter prepared by Clare and Liza Bernard, Programming and Marketing Librarian, to firmly establish a limited set of specific obligations for the Library relating to future Bookstocks. Liza served as the interface between the Library and Bookstock over the past year. After discussion, a motion was made and approved in support of the prepared proposal.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to approve the submission of the proposal to Bookstock and for Joe Boyd's signature on the proposal to indicate the Board's full support of the proposal.	David Green	Joe Boyd	Approved unanimously.

Second, Clare drew the attention of the Board to two proposed policies that fulfill requirements for the Sustainable Library Certification. (<https://sustainablelibrariesinitiative.org/>) The Sustainability Policy addresses a commitment to sustainability in general and the Sustainable Purchasing Policy undertakes a commitment to take sustainability into consideration in the library's purchasing decisions. Noah noted that the policies stated high-level objectives but did not provide specific requirements for implementing the stated objectives. Brenda and others shared Noah's concern about the need for fleshing out the high-level policies with specific decision-making criteria that would be properly included in procedures and processes and that would more naturally evolve as learning and standards in sustainable operations change. Clare agreed that such processes and procedures would be appropriately included in the day-to-day operations manual and that she will be proposing such additions at a future meeting.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to adopt the proposed Sustainability Policy.	Elizabeth Daniels	David Green	Approved unanimously.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to adopt the proposed Sustainable Purchasing Policy.	Rachel Ringenberg	Brenda Metzler	Approved unanimously.

Clare then drew the Board's attention to a revised Venue Policy. The proposal is not a change to the Venue Policy currently in place, but it is reorganized so that its most important provisions can be more easily understood. The revised Venue Policy will be included in the Bookstock proposal and the approval by the Board is further support for Clare and Liza in their establishment of norms with Bookstock going forward.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to adopt the proposed restated Venue Policy.	Bill Colson	Noah Anderson	Approved unanimously.

Executive Session for Election of Officers

The Board went into Executive Session, as specified in the Bylaws for the election of officers.

Following an anonymous vote via SurveyMonkey (due to Zoom meeting format) and a motion,

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to end Executive Session.	Bill Colson	Joe Boyd	Approved unanimously.

the Board reconvened and announced that the following will serve as the Board's Officers for the 2022-2023 fiscal year:

Joe Boyd, Board Chair
Rachel Ringenberg, Vice Chair
David Green, Treasurer
Karen Copenhaver, Secretary

Elizabeth Daniels left the meeting following the Executive Session.

Treasurer's Report (David Green)

David submitted a comprehensive written report and income statement in advance of the meeting. David happily reported that the Library had a solid year financially in 2021-2022. As of June 30th (the end of the fiscal year), comparing full fiscal year budgeted revenue to full year receipts, the library met its revenue goals for the fiscal year. Expenses came in slightly below budget. And, of course, the Marder bequests bolstered the endowment and funds held in other Morgan Stanley accounts.

David also briefly reviewed the status of the endowment, which is fully invested and thus subject to the ebb and flow of the markets.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to approve Treasurer's Report	Bill Colson	Chris McIlroy	Approved unanimously (by Trustees present following Elizabeth's departure).

DEI Committee Report:

Chris reported that the DEI Committee will be meeting in preparation for a meeting with James McKim, the engaged DEI consultant, in the week of August 8th and will be working to establish a calendar for the proposed events that works for everyone. Joe thanked the members of the DEI Committee, Chris, Anthea, Rachel, Brenda, and Ron Miller for all of their efforts in this area to date and for committing the time necessary for successful execution of the proposed plan of action.

Next Meeting:

The next Board meeting will be on August 22nd, 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:

Joe introduced Bianca Zlatea to the Board. Joe has recommended Bianca as a Trustee candidate to the Nominating Committee and invited her to join the call as a member of the public to get a feel for the Board.

Joe will be encouraging the Nominating Committee to convene and conduct interviews of a number of proposed Trustee candidates: Tom List and Susan Piccoli, in addition to Bianca. Brenda asked that Joe gather all of the traditional materials provided by nominees, including personal resumes and statements of desire to join the Board, and provide them well in advance of any meeting where a vote will be conducted on a candidate.

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

Motion (Joe Boyd)	1st	2nd	Vote
Motion to adjourn.	Bill Colson	Brenda Metzler	Approved unanimously (by Trustees present following Elizabeth's departure).

Thereafter the meeting was adjourned at 6:12 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
July 26, 2022