

## MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

October 24, 2022, 5:15 p.m.  
Board Meeting

---

### Attending (via Zoom):

- Joe Boyd, Noah Anderson, Brenda Metzler, David Green, Rachael Ringenberg, Elizabeth Daniels, Tom List, Susan Piccoli and Karen Copenhaver in attendance.
  - Bianca Zlatea joined the meeting at 5:46 and Chris McIlroy joined the meeting at 6:12.
  - Anthea LaVallee provided advance notice that she could not attend.
  - Clare McFarland, executive director, was present by invitation.
  - Jennifer Baxter, Vice President of the Friends of the NWPL was also present by invitation.
  - A quorum was present for all votes taken.
  - Submitted by Karen Copenhaver, Secretary
- 

### Hybrid Zoom and Owl 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, asked for the trustees to turn to approval of a revised draft of the Minutes of the August meeting. The change is to accurately state that the referenced accounting adjustments were limited to June and July rather than May and June as stated in the previously adopted version. With a clear consensus on that proposed change, Joe called for a motion to approve the amended minutes.

#### Approval of revised August 2022 Minutes:

Motion (call for a motion by Joe Boyd)	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the revised minutes of the August 2022 Board Meeting.	Joe Boyd	Elizabeth Daniels	Elizabeth Daniels noted her abstention from the vote as she was not present at the August meeting, the remaining trustees present approved unanimously.

Joe then asked for approval of the proposed Minutes of the September meeting. Karen Copenhaver noted that some errant text after “Communications Committee” in the list of committees should be deleted. With a clear consensus on that proposed change, Joe called for a motion to approve the amended minutes.

Motion (call for a motion by Joe Boyd)	1 <sup>st</sup>	2 <sup>nd</sup>	Vote
Motion to accept the revised minutes of the September 2022 Board Meeting.	David Green	Brenda Metzler	Noah Anderson noted his abstention as he was not present at the

			September meeting, the remaining trustees present approved unanimously.
--	--	--	---

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

Clare provided a detailed written report in advance of the meeting. Clare continues to make progress on a draft of the Annual Report. Michael Ricci is working on the fall appeal letter and Clare will let the Trustees know when the letters are printed and ready for personalization.

Clare provided two additional documents. A slightly revised Mission Statement for the library and a further refinement of her proposed Strategic Plan. The Mission Statement revision is not intended as a substantive change but as a "less clunky" statement. The use of two colons in a single sentence in the current statement is so odd it feels as though it might be a mistake. It would be helpful to have the revised statement approved for use in the new Annual Report, but the Trustees wanted more time to review the revised draft and to confirm the appropriate process for its adoption. It will be a topic for the next meeting.

On the topic of Mission Statements, Jennifer Baxter, attending the meeting as Vice President of the Friends of NWPL, asked that the library's website be updated to reference the Friends' current Mission Statement. The current statement is similar to the one on the library site, but the two websites should be coordinated.

The Strategic Plan will also be discussed at the next meeting. Clare is participating in a comprehensive strategic planning process training offered by the Vermont Department of Libraries this fall.

### **Treasurer's Report**

David provided a narrative report in advance of the meeting. An income statement was not provided because the library's bookkeeper, Jane Blanchard, has been home sick with COVID and has not been able to close the books for the end of the first quarter of the fiscal year ending September 30<sup>th</sup>. The Treasurer's Report for the next board meeting will review the income and expenses through October 31st.

David reported on a Zoom meeting of the Investment Committee with Eric Werner and Randy Whatley of Morgan Stanley on October 20th to review the performance of the Library's investments managed by Morgan Stanley year-to-date, discuss the prospects for the markets over the next several months, and the cash flow needs of the Library for the next several months. Morgan Stanley recommended only two minor changes in the overall portfolio, both of which the Committee approved.

The library's current cash flow is good due to the receipt of the Town funding and the ordinary draw down from the endowment, and David does not see any foreseeable cash flow issues.

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

<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	Tom List	Noah Anderson	Approved unanimously.

### **Committee Reports:**

There were no Committee reports other than David's report on the Investment Committee meeting. Joe repeated his request from last meeting for volunteers to join both the Finance and the Investment Committees.

The Investment Committee currently includes David Green as Chair, Joe Boyd, Gail Dougherty, John Gerstmayr, Ann Quasman, Chris Lloyd, and Clare McFarland. The Committee meets quarterly. The Bylaws provide for the Investment Committee to include up to three members of the Board, including the Treasurer as chair.

The Finance Committee is required to have at least three members of the Board. David as Treasurer is specifically designated but cannot serve as chair of the Committee. Joe is currently serving as chair. One additional Board member is needed to meet the Bylaws requirement. The Finance Committee generally has three meetings each spring around the preparation of the budget for the next fiscal year.

Joe thanked Tom List for volunteering to join Anthea and Brenda on the Personnel Committee.

### **Next Meeting, Upcoming Dates:**

The next Board meeting will be on November 28<sup>th</sup> 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.

The next Board meeting will be at our regular time, 5:15 on November 28 (4th Monday).

The December meeting will be on December 19th at 5:00 at the Library and will be followed by the Library's Annual Meeting. The Trustee meeting will be held separately from 5 to 6 p.m. The Annual Meeting will follow in the Library mezzanine from 6 to 7. The Annual Meeting is provided for in the Bylaws and is open to the public. It will provide an opportunity to share the Library's work with the community in person for the first time in a number of years.

The Friends of the Library are also hosting a tea on December 3<sup>rd</sup>, from 1-3 p.m. in the Library Mezzanine. The Board expressed its thanks to the Friends for this Tea, which is being hosted by Cynthia Stevens, and for all of the other support that they provide throughout the year.

Clare and Michael are also beginning to make plans for a Gala next spring. After such a long hiatus, they are planning for something a little different and are hoping that there will be a lot of enthusiasm for gathering once again. They have some excellent leads on speakers for the event.

### **Other Business:**

Clare hopes that a few Board members in costume will greet trick or treaters on the Library steps on Halloween. Clare will provide the candy!

Joe provided a short summary of the Library's discussions with Bookstock. Board members who might get pulled into community conversations about the event should be familiar with the situation to be able to respond to misinformation, but it is important that all discussions with Bookstock on behalf of the Library continue to be conducted by Joe and Clare.

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

<b>Motion (Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to adjourn.	Rachel Ringenberg	Tom List	Approved unanimously.

**Thereafter the meeting was adjourned at 6:14 p.m.**

Respectfully submitted,  
Karen Copenhaver, Secretary  
October 25, 2022