

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

September 26, 2022, 5:15 p.m.
Board Meeting

Attending (via Zoom):

- Joe Boyd, Brenda Metzler, William Colson, Chris McIlroy, David Green, Rachael Ringenberg,, Anthea LaVallee, Elizabeth Daniels, Tom List, Bianca Zlatea, Susan Piccoli and Karen Copenhaver in attendance.
 - Clare McFarland, executive director, was present by invitation.
 - Jane Warren and Gary Horsman from the Friends of the NWPL were also present for a portion of the meeting.
 - Noah Anderson was not present due to conflict with Rosh Hashanah
 - A quorum was present for all votes taken.
 - Submitted by Karen Copenhaver, Secretary
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Hybrid Zoom and Owl Meeting

Call to Order at 5:17 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 the proposed Minutes of the August meeting. Joe requested an amendment of the finance section of the report to clarify that the accounting adjustments were limited to May and June to assist with closing the books on the fiscal year at the end of June. With a clear consensus on those proposed changes, Joe called for a motion to approve the amended minutes.

Approval of August 2022 Minutes:

Motion (call for a motion by Joe Boyd)	1 st	2 nd	Vote
Motion to accept the minutes of the August 2022 Board Meeting.	David Green	Rachel Ringenberg	Anthea LaVallee and Elizabeth Daniels noted their abstentions as they were not present at the August meeting, the remaining trustees present approved unanimously.

Welcoming New Trustees:

Joe asked each of the new trustees, Bianca Zlatea, Tom List and Susan Piccoli, to introduce themselves to the other board members.

Joe noted that this was Bill Colson's last meeting as his full six-year term is ending this month. With the addition of the new trustees and with Bill's departure, Joe reviewed the various committees and other

roles to be filled by the trustees. As of April of this year, the following committees were staffed as follows.

Investment Committee: David Green, chair

Joe Boyd
Chris Lloyd
Ann Quasman
John Gerstmayr
Gail Dougherty
Clare McFarland

Finance Committee

David Green, chair
Clare McFarland
Joe Boyd
Jane Blanchard

Nominating (Search)

Joe Boyd, chair
Jill Hastings
Keri Cole
Susan Robertson

Diversity, Equity and Inclusion

Chris McIlroy, Chair
Brenda
Rachael
Anthea

Building

Elizabeth Daniels, chair
Karen Copenhaver
Phil Robertson

Personnel

Bill Colson, chair
Anthea
Brenda

Development

Chris McIlroy, chair
Michael

Communications

Karen Copenhaver, chair
Elizabeth Daniels

Art

Marc Hall
Brenda Metzler

Joe proposed and the trustees discussed the current committees and potential trustee assignments. In particular, Bill Colson was serving as the liaison to the Friends and as the chair of the Personnel Committee, and both of these roles need to be filled with his departure. David also asked for additional trustees to take on roles with the Investment Committee and the Finance Committee. David as Treasurer should not chair the Finance Committee. There must be another trustee in that oversight role. Joe also noted that we need additional trustees to join the Development Committee. Joe also proposed that both the Communications Committee and the Art Committee are no longer required and should be eliminated and the trustees agreed.

The Communications Committee was created to fill an anticipated gap in coverage during Meg's illness and prior to Liza Bernard's arrival. With Liza's excellent work, there is no need for board involvement.

There is work to do in relation to the library's art collection and with respect to proposed donations of art work to the library, but this should be addressed on an "as needed" basis rather than as a standing committee of the board. Clare mentioned that two very large portraits were being delivered to the library in the next few months. The entire board signed off on the acceptance of the portraits (not a subcommittee) over three years ago. The offer of the portraits had caused the board to develop a policy detailing the basis upon which the board would consider acceptance of donated art work.

Brenda agreed that the work was more appropriately addressed through a task force, but did want to point out that there is work to be done in cataloging the library's art assets that may be more appropriately handled by people with the time and expertise to take on such an extensive project, rather than a group of trustees. Clare has been working more closely with the Historical Society which would be a good source of guidance on how to go about a comprehensive cataloging project.

With the elimination of the Communications and Art Committees, Joe asked all of the trustees to consider which committees they would like to join for the coming year. Joe also asked for a trustee to volunteer to assume Bill's role as liaison to the Friends.

Report from the Friends of Norman Williams Public Library

Joe introduced Gary Horsman, President of the Friends, and Jane Warren, Secretary. The Executive Committee also includes Jennifer Baxter, Vice President. Jane is also currently assuming the interim role of Treasurer until a permanent Treasurer is named.

Gary succinctly summarized the mission of the Friends – to raise funds for the library. The major fund raiser each year is Puppies and Pooches on Parade which is an annual celebration held on the Green. Next year will be the ninth year and Jane has agreed to chair next year's event. In addition to the funds raised, which this year were approximately \$5300, the event is invaluable as a promotion of the library's important role in the community.

The Friends are considering seeking some additional events and potentially additional sponsors in the community, such as sponsors specifically identified on the Friends website or as a sponsor of the Friends in general. The Friends' Executive Committee will be sure that nothing conflicts with the library's separate fund-raising plans.

Gary encouraged each of the trustees to become members of the Friends and to consider replacing Bill as the liaison between the Board and the Friends. Gary also specifically wanted to thank the library staff who are consistently enthusiastically helpful, and Bill Colson for his term as Board liaison.

Library Director's Report (Clare McFarland):

Clare provided a detailed written report in advance of the meeting. She was glad to report that the carpet installation could not have gone more smoothly. The installers did everything they could to minimize the disruption to library operations and the carpet looks wonderful. The next maintenance project has to be the stone work out front which continues to slowly disintegrate.

Clare also reported on a recent donation from one of the Library volunteers and her husband which, when combined with ARPA funding, enabled the purchase of seven much needed new computers for the staff within the last six months.

Clare has begun to draft this year's NWPL Annual Report and Michael Ricci is preparing the fall appeal letter. Also, with respect to the Library's external communications efforts, Liza Bernard has started a new weekly post in the Vermont Standard to highlight upcoming library events. This is in addition to the very popular "What's Woodstock Reading" piece. One new event that will be reported on is the launch of the Debate Club beginning this week.

As discussed with respect to the Art Committee, the Library will be receiving two large portraits of Norman Williams and Edward Williams from the estate of Charles Williams. This was approved by the board about three years ago. The Library will also be receiving ten handwritten volumes of family memorabilia, mostly family genealogy, dating from about 1850.

Patrons have been responding very positively to our Big Green Box Battery Recycling program and a few donations have been to cover the expense of disposing of the batteries.

The Friends have generously agreed to finance the purchase of our new event chairs and two chair dollies for storage and transport.

Clare has asked the Garden Club to finance the purchase of two garden benches for our side garden. Every September, they ask us to recommend one project that we would like them to finance.

Clare met with the DEI committee and discussed the importance of completing the strategic planning process that was delayed due to COVID and the importance of including of DEI in the strategic plan that is developed and adopted. The Vermont Department of Libraries offers numerous resources to guide Vermont libraries through a strategic planning process and, coincidentally, it was reported at the Windsor County Library Directors meeting on September 21st that the department has just hired strategic planning consultants to run a series of workshops over the next few months, including a session on welcoming gifts of people at the margins. Prior to the workshops, there is a Director's Summit scheduled for three dates in October where there will be training for the library directors on Asset Based Community Development.

Chris McIlroy agreed with Clare's report on the importance of developing the strategic plan and DEI's role in that plan, but did not want to leave the impression that all work on DEI will be delayed pending the completion of the plan. The committee wants to identify opportunities for potential programming that would not necessarily be delayed just to accommodate the long lead time of a strategic planning process.

Clare has met with Sustainable Woodstock and they are enthusiastic about collaboration on the Library's Sustainable Libraries Certification.

Clare encouraged the Board members to come to the library in costume on October 31st from 5-7 to greet the trick or treaters if they feel able to do this.

Treasurer's Report

David provided a narrative report and income statement in advance of the meeting. He was happy to report that, at this point in the year, the income and expenses are running favorable to the budget. The Endowment is, of course, subject to the adverse conditions in the current market.

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

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

Chris reported on the committee's appreciation for the good meeting with Clare and the committee's agreement that they will not move forward with the current proposal at this time. The committee wants to be very clear on the importance of DEI work for the library and the community. Although it is a new role for libraries, it is not an unusual role in the current environment. DEI efforts are and should continue to be ubiquitous and it is important for the library to be seen as a leader in these efforts.

Next Meeting:

The next Board meeting will be on October 24th, 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:

Anthea requested that the Board revisit at its next meeting consideration of the frequency of Board meetings.

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

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

Thereafter the meeting was adjourned at 6:40 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
September 28, 2022