

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

December 19, 5:15 p.m.
Board Meeting

Attending:

- Joe Boyd, Noah Anderson, David Green, Rachael Ringenberg, Chris McIlroy, Brenda Metzler, Bianca Zlatea, Tom List, Anthea LaVallee and Karen Copenhaver attended in person.
 - Elizabeth Daniels and Susan Piccoli, were absent.
 - Clare McFarland, executive director, was not present due to family illness.
 - A quorum was present for all votes taken.
 - Submitted by Karen Copenhaver, Secretary
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Call to Order at 5:05 PM

Opening Remarks & Announcements (Joe Boyd, Chair):

Joe verified that a quorum was present, asked if there were any additions to the agenda. David Green requested an addition to the agenda that the Board vote, following the Treasurer's Report, to accept the draft year-end financial statements to meet the accounting firm's requirements.

Joe then requested that the trustees to turn to approval of the draft Minutes for the November meeting. There being no proposed changes, Joe asked for approval of the proposed Minutes of the November meeting.

Motion (call for a motion by Joe Boyd)	1 st	2 nd	Vote
Motion to accept the revised minutes of the November 2022 Board Meeting.	David Green	Chris McIlroy	Brenda and Anthea abstained due to their absence from the meeting, the remaining trustees present approved unanimously.

Library Director's Report (Clare McFarland):

Clare provided a detailed written report in advance of the meeting but was absent due to positive COVID test in her family. Joe asked if there were any questions regarding Clare's report. Joe reported that he had followed up with Chris Miller, an architect that he knows, and Chris indicated that he would be willing to help the library think through the replacement of the rotted wooden lampposts in the back parking area. Anthea suggested that Clare might inquire as to potential insurance coverage. A suggestion was made that the Building Committee include a review of the building and grounds on a regular basis to identify problems like the rotting poles in advance. A checklist of specific items to review would be helpful.

Treasurer's Report

David provided a written report in advance of the meeting. David summarized the financial results year to date as basically on budget. The fall appeal letter went out a little later than usual because it is mailed after Thanksgiving which was late in the calendar this year. Thus far the Library has not received many responses, but other monies that were received which made up the difference. The Rare Book Sale over Wassail Weekend was more successful than anticipated and the book sales in the portico continue to make significant revenue contributions. The Morgan Stanley accounts are just following the market.

David received draft financial statements from the accountants. David confirmed that the data they are relying upon for state reporting and for preparation of the 990 is the same data that the Library shows in its internal records. Because the accountants have to arrange, include and exclude data in the format required for government reporting, it does not look anything like the data we are used to seeing. But David confirmed that, despite these differences, the underlying data is the same. The outside accountants require that the Board vote to approve the draft report. The accountants are not reviewing or auditing the records, they are just compiling the data that the Library has provided into the required format.

After discussion, David requested a motion to accept the recommendation of the finance committee to accept the draft June 30, 2022 financial statements compiled by the outside accountants.

Motion (David Green)	1st	2nd	Vote
Motion to accept the recommendation of the finance committee to accept the draft June 30, 2022 financial statements compiled by the outside accountants	Anthea LaVallee	Brenda Metzler	Approved unanimously.

Following discussion of some savings in utilities based on the budget's conservative estimate of oil prices and greater than anticipated reductions in electrical bills due to the solar panel partnership, Joe asked for a motion to approve the Treasurer's report.

Motion (Joe Boyd)	1st	2nd	Vote
Motion to approve Treasurer's Report	Rachael Ringenberg	Chris McIlroy	Approved unanimously.

Committee Reports:

Anthea asked on behalf of the Personnel Committee for confirmation that the amount budgeted for staff bonuses would be allocated before year end. Joe will follow up with Clare as this is within her discretion.

In addition to its appreciation for the staff, the Board expressed its desire to recognize Clare for her tremendous work this year and the many contributions to the Library made by James "Mac" McClelland as a volunteer. The Board voted to authorize Joe to present gifts to both Clare and Mac as tokens of its appreciation for their work.

Next Meeting, Upcoming Dates:

The next Board meeting will be on January 23rd at 5:00, location to be designated by Joe prior to the meeting.

Other Business:

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

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

Thereafter the meeting was adjourned at 5:39 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
December 20, 2022