

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

February 27, 2023 5:15 p.m.
Board Meeting

Attending:

- Joe Boyd and David Green attended in person.
 - Rachael Ringenberg, Brenda Metzler, Susan Piccoli, Elizabeth Daniels, Anthea LaVallee and Karen Copenhaver attended via Zoom.
 - Tom List, Noah Anderson, Bianca Zlatea and Chris McIlroy were absent.
 - A quorum was present for all votes taken.
 - Submitted by Karen Copenhaver, Secretary
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Call to Order at 5:19 PM

Opening Remarks & Announcements (Joe Boyd, Chair):

Joe verified that a quorum was present, asked if there were any additions to the agenda.

Joe reported that Clare was not going to be joining the meeting because she was with her husband in Seattle caring for her father-in-law.

Joe noted the passing of Chris Lloyd, a long-time supporter of the library in many capacities. He will be sorely missed by the community.

Joe then requested that the trustees to turn to approval of the draft Minutes for the January meeting. Joe noted that Susan Piccoli should be included in the board members present for the meeting. There being no other proposed changes, Joe asked for approval of the proposed Minutes of the January meeting.

Motion (call for a motion by Joe Boyd)	1 st	2 nd	Vote
Motion to accept the revised minutes of the January 2023 Board Meeting.	David Green	Rachel Ringenberg	Anthea LaVallee and Elizabeth Daniels abstained, as they were not at the meeting in January, the remaining Trustees present at the meeting approved unanimously.

Library Director's Report (Clare McFarland):

Clare provided a detailed written report in advance of the meeting, including updates on various building projects (switchover to LED lights, repair of mezzanine braces, needed repairs to handicap ramp), progress on the community survey released in early February, continued planning for a possible gala in late May, and a long list of library events that demonstrate the library as the center of a wonderful thriving community.

Clare took special note of the financial assistance provided by the Friends of the NWPL over the last year which has enabled the Library to purchase a library book cart, an OWL camera, 2 iPads, an Apple pencil, trash and recycle bins, 50 event chairs, 3 folding chair carts, and to launch the battery recycling program.

Clare also reported on the staff's work on the Vermont Library Annual Report and on the Sustainable Libraries Initiative. David asked if the substantial amount of work entailed with the completion of the Vermont Library Annual Report was necessary. It was confirmed that this report is required by both state and federal mandates.

There were no other questions on Clare's report.

Treasurer's Report (David Green)

David referred the Trustees to the Treasurer's Report they received in advance of the meeting.

Happily, the financial picture continues to be favorable on both the income and expense sides. The fall appeal is bringing in more than the amount included in the budget and the funds are coming in more quickly than anticipated. The endowment is starting to recover with the general market, but there is still a lot of uncertainty.

The funds from the Shullinger bequest have finally been received and the gift is a little more than we anticipated. The full \$169K is earmarked by the donor for book purchases and we set aside \$40K to cover book expenses included in this year's budget. We intend to continue to spend the bequest in this manner to cover about 3 years' of book purchases.

At its last meeting, the Board delegated approval of the draft tax return to the Finance Committee and the Finance Committee conducted that review and approved the tax return for the year ended June 30, 2022 for filing.

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

Committee Reports:

Joe asked if there were any committee reports. None were offered.

Other Business:

Joe noted that, due to her resignation, this will be Anthea's last meeting. Anthea asked to have a few minutes to speak about the reasons for her resignation and share some thoughts on the good work that she wants the Board to continue.

Anthea assured the Board of her dedication to the Library. It has been an important part of her life for over 20 years. As she has mentioned in the past, in light of her current business and family obligations, it is becoming increasingly difficult to reliably attend the monthly meetings.

Based on her own personal experience and professional background, Anthea brought to the Board a passion for looking carefully at pay equity issues. She wanted to look internally at salary distributions and to gather external data about salaries at libraries of a similar size around the state. These studies provided a firm basis for increasing staff salaries at NWPL. Anthea wants the Board to continue to have an intense interest in transparency and pay equity. These are issues gaining traction in the broader non-profit world and it will be in the Library's interest to stay at the forefront of these trends through a systematic, annual review of internal and external data and a continuing commitment to pay equity. Anthea knows that the Personnel Committee, now chaired by Tom List, is committed to oversight and equity, but she stressed that this is a Board responsibility that requires detailed, systematic review of categories, salary ranges, clear criteria for advancement to fulfill that responsibility.

Joe responded that these issues will be front and center in the budgeting process that will take place in April. A portion of the generous Marder gifts was dedicated to this effort to increase salaries for staff. This portion was held back from the endowment and used directly for salaries rather than placed in the endowment so that only the income would be available for use. The Shullinger gift will be used as directed for the purchase of books and other circulation materials but will free up other funds that would have been used for the purpose. But both of these are one-time events. Salaries are ongoing commitments and the Library must plan for appropriate fund raising to fulfill those commitments in the long run.

Brenda led the Board in an expression of appreciation for Anthea's leadership and for challenging the Board to tackle hard issues. The entire Board thanked her for her dedicated service and hoped that the Anthea and the Board could find ways to continue to tap her energies and expertise.

Joe gave a brief update on planning for a gala to be held in the library at the end of May. Clare and Michael and others have been active in developing a proposal for an event that will not include the expense of a full dinner. The Board will be asked to assist in approaching sponsors for the event which will be a more important component of its success.

Joe also asked the Board for suggestions of additional trustee nominees to pass along to the Nomination Committee. With Anthea's resignation and losing additional trustees at the end of their current terms, it is important to begin to identify candidates. And a full slate of officers will have to be nominated for election in May, including a new secretary as Karen Copenhaver's term ends in October and officers are elected for terms consistent with the next fiscal year commencing in July.

Next Meeting:

The next Board meeting will be on March 27th at 5:15, 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.	Elizabeth Daniels	Anthea LaVallee	Approved unanimously.

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

Respectfully submitted,
Karen Copenhaver, Secretary
February 27, 2023