

## MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

January 23, 2023 5:15 p.m.  
Board Meeting

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### Attending:

- Joe Boyd, Tom List and Karen Copenhaver attended in person.
- Noah Anderson, David Green, Rachael Ringenberg, Chris McIlroy, Brenda Metzler, Bianca Zlatea attended via Zoom.
- Elizabeth Daniels, Anthea LaVallee and Susan Piccoli, were absent.
- Clare McFarland, executive director, was present by invitation.
- 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 then requested that the trustees to turn to approval of the draft Minutes for the December meeting. David suggested an edit to add the year to the date at the top of the document. There being no other proposed changes, Joe asked for approval of the proposed Minutes of the November meeting.

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 December 2022 Board Meeting.	Tom List	Chris McIlroy	Susan Piccoli abstained, as she was not at the meeting in December, 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. Clare first wanted to thank the Board Members for their help getting the Town Petition signatures. Meeting the requirements for Town funding is extremely important and Clare was glad to have a few extra signatures this year.

As Clare lays out in her report, progress is being made on the Sustainable Libraries initiative. The staff identified the visibility of recycling options as something the Library could do better. The Friends agreed to provide recycle bins. Ham Gillett guided the choice. The new bins are right outside the elevator on the main floor. If these are successful, more receptacles will be added outside the elevator on Mezzanine and then, hopefully, on Children's floor. Ham Gillett will also be doing a program for the public at the Library on how recycling actually works in practice.

Mike Skuro met with Michael Ricci and Danelle Sims to review the efficiency of the Library's IT operations. He will come back with a report and specific recommendations from this initial consultation. After we get his recommendations, we will assess next steps. Chris asked if Mike was looking at security as well as efficiency. Clare confirmed that he was.

The staff is working on the annual library report required by the State. It takes six weeks or more to gather the data and prepare the report. This year there are additional federal requirements as well so it will take even more staff time.

Clare and the staff have also been working on a community survey as a way to inform strategic planning. Clare asked the staff to provide feedback on the proposed list of eight questions. The plan is to leave printed copies at the desk and to provide links in the newsletter and in the listserv post. The survey will be open until the end of February which is about five weeks. The Library has not done a survey for about ten years.

Tom asked whether the survey responses from ten years ago are available. Clare explained that the survey used at that time was very different. It was specifically tied to a strategic plan, which was never fully launched.

There were no other questions on Clare's report.

### **Treasurer's Report (David Green)**

David referred the Trustees to the copy of Treasurer's Report for the end of December that they received in advance of the meeting.

The Investment Committee met with Morgan Stanley last Friday, January 20. David also circulated his notes from that meeting. Morgan Stanley focused the discussion on what might be done in anticipation of market reaction to a failure to raise the debt ceiling. In the end they recommended minor tweaks to our current investment program and the investment committee concurred with them.

In terms of our overall financial picture, with respect to the investments, in December the markets were down, in January we bounced back a bit with the market. With respect to revenue, we are coming in better than budget. The fall campaign results are coming in well. Happily, our expenses have continued to be somewhat lower than budget.

David asked Karen to read the proposed resolution as it was included with the Agenda.

The Library Board of Trustees hereby delegate the review and approval of the Form 990 Federal Tax Return for the fiscal year end June 30, 2022, and the review and approval of Form 990 Federal Tax Return and Financial Statements for all future fiscal years, to the Finance Committee.

David provided the context for the proposed action. The accountants have in the past asked the full board to approve financial statements that reflect a remix of the data that we have provided

into a format used to generate the 990 tax filing. Reviewing the financial statements requires careful tracking of the data through this process. David performed a review by testing some line items to check that the data continued to reflect the monthly results as reported by Jane. At our last meeting, the Board approved the finance statements for our most recent fiscal year which ended June 30. The accountants are now providing a draft of the tax return and are once again seeking Board approval.

David's confirmed that this task could be appropriately delegated by the Board to the Finance Committee which has the skills and will take the time to perform a knowledgeable review. Thus, the proposal is to have the finance committee approve the tax filing as it has been drafted, and, going forward, the financial statements and the tax returns for future years, on behalf of the Board.

<b>Motion (David Green)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
The Library Board of Trustees hereby delegate the review and approval of the Form 990 Federal Tax Return for the fiscal year end June 30, 2022, and the review and approval of Form 990 Federal Tax Return and Financial Statements for all future fiscal years, to the Finance Committee.	Karen Copenhaver	Rachel Ringenberg	Approved unanimously.

<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	Rachael Ringenberg	Chris McIlroy	Approved unanimously.

**Committee Reports:**

There were no committee reports, but Joe was pleased to report that Thomas has agreed to chair of the personnel committee as well as join the finance committee.

**Other Business:**

Joe asked if there was any other business.

Joe mentioned that the Friends had given him a proposed Memorandum of Understanding. A draft has been circulating among the Friends for a number of years. Clare and the Executive Committee will review and respond.

Joe also reported that Michael Ricci, Liza Bernard and Clare have begun to discuss options for a Spring fund raiser. Discussion followed among the Board members of a variety of suggested options. This will be a topic for the February Board meeting. If anyone wants to be on the Gala committee, please let Clare know.

**Next Meeting:**

The next Board meeting will be on February 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.

<b>Motion (Joe Boyd)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Vote</b>
Motion to adjourn.	Chris McIlroy	Rachael Ringenberg	Approved unanimously.

**Thereafter the meeting was adjourned at 6:15 p.m.**

Respectfully submitted,  
Karen Copenhaver, Secretary  
January 23, 2023