

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

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

Attending:

- Joe Boyd and David Green attended in person.
 - Rachael Ringenberg, Susan Piccoli, Elizabeth Daniels, Anthea LaVallee Tom List, Noah Anderson, Bianca Zlatea and Karen Copenhaver attended via Zoom.
 - Chris McIlroy and Brenda Metzler 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 after minor technical difficulties.

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 February meeting. There being no proposed changes, Joe asked for approval of the proposed Minutes of the February meeting.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to accept the revised minutes of the February 2023 Board Meeting.	David Green	Tom List	Bianca Zlatea abstained, as she was not at the meeting in February, 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 her thanks to Joe and Brenda for representing the Library at the Woodstock and Bridgewater Town Meetings in support of the Library's funding requests which, happily, passed in both towns.

Clare and her team have completed the Vermont Public Library Annual Report and submitted it to the Vermont Department of Libraries. Clare is reviewing the responses received to the survey and incorporating that input into a proposed strategic plan which the Board will be reviewing in the coming months.

Clare also provided updates on various building projects. In particular, Clare wanted to report on progress in getting an estimate from Firetech to replace the sprinkler heads in the library which have caused us to fail the required sprinkler inspection for several years. There is no question that we have to do what is necessary to come into compliance, but it has been difficult to get anyone to respond to requests for a proposal. Although Clare does not have a firm bid, she asked that the Board vote to authorize her to make the required expenditure to avoid any further delay should the bid exceed her authority as director.

Motion (call for a motion by Joe Boyd)	1st	2nd	Vote
Motion to authorize Clare to enter into a contract with Firetech to replace the sprinkler heads and to perform the work necessary to come into compliance and pass our next inspection.	Elizabeth Daniels	Tom List	Approved unanimously.

After more than a year-long search, Clare has also secured a bid from PMB-Concrete to fix the broken concrete for the handicap ramp outside for \$3,000, work to be completed this Spring. This is another compliance issue that must be addressed but it has been very difficult to find anyone willing to tackle the job.

Clare and Michael have secured a terrific speaker for the Gala on the 21st. Tillie Walden, Vermont's new cartoonist laureate, will be our guest speaker. Other details will be forthcoming.

Clare has had a first run through of a proposed budget for the calendar year beginning in July. The Finance Committee will be reviewing the proposed budget in the next few weeks and hopes to have a rough draft for the Board's consideration in April, followed by a close to final version for consideration in May. The budget will be voted on at the June meeting.

Clare was also happy to report that Mike Skuro, a technology consultant, will be visiting the Library in the coming weeks to assist with various projects, including making better use of the technology we already have. She is very grateful for Mike's willingness to share his expertise.

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 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 once again asked the Board for suggestions of additional trustee nominees to pass along to the Nomination Committee. Chris McIlroy provided notice that he will not be seeking a second term when his term expires in May. We will need two more board members to fill both Chris and Anthea's places. We also need to nominate a full slate of officers soon for election before the new fiscal year commences, including a new secretary.

Joe also reported that the Friends accepted all of the revisions proposed to the letter agreement between the Library and the Friends. It is good to know that we are so well aligned.

Next Meeting:

The next Board meeting will be on Monday, May 1st at 5:15, location to be designated by Joe prior to the meeting. This is one week later than our usual schedule, and puts two board meetings in May, but will accommodate Clare's schedule and assure her availability.

Other Business:

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

Motion (Joe Boyd)	1st	2nd	Vote
Motion to adjourn.	David Green	Tom List	Approved unanimously.

Thereafter the meeting was adjourned at 5:53 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
March 27, 2023