

MINUTES, NORMAN WILLIAMS PUBLIC LIBRARY BOARD

May 1, 2023 5:15 p.m.
Board Meeting

Attending:

- Joe Boyd, David Green, Rachael Ringenberg and Tom List attended in person.
 - Chirs McIlroy, Susan Piccoli, Elizabeth Daniels, Noah Anderson, Bianca Zlatea and Karen Copenhaver attended via Zoom.
 - Brenda Metzler was absent.
 - Clare McFarland was present by invitation.
 - Elisa D'Andrea, nominee for Trustee, was present by invitation for portions of the meeting.
 - A quorum was present for all votes taken.
 - Submitted by Karen Copenhaver, Secretary
-

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

Motion (call for a motion by Joe Boyd)	1 st	2 nd	Vote
Motion to approve the proposed minutes of the March 2023 Board Meeting.	David Green	Rachel Ringenberg	Approved unanimously.

Library Director's Report (Clare McFarland):

Clare did not provide a written report in advance of the meeting. She had just returned from travelling and was diagnosed with pneumonia. The Trustees thanked her for attending and encouraged her to take care of herself.

Clare was happy to report that the programs at the library have been very well attended and have broad community support.

Due to a resignation, the library is looking for a new assistant children's librarian. The details of the position have been posted on the website and circulated through the town list serv, but the Trustees were encouraged to provide Clare with the names of any possible candidates.

A preliminary draft of the Strategic Plan was provided to the Executive Committee and Clare will be circulating an updated draft to the entire board for their input. She explained that she included a Vision Statement in the Strategic Plan because she noticed in her review of other library's plans that it is very common to have both a Mission Statement and a Vision Statement. There was some discussion regarding the difference between a Mission Statement and a Vision Statement. Clare suggested that we discuss this after the Trustees have had an opportunity to review the proposed plan. Clare is hopeful that the plan will be ready for adoption by the end of the summer.

Clare was very happy to report that the work on the handicap ramp will be completed this weekend. The necessary closing of the ramp has been posted and will be well marked.

Clare has an estimate from Firetech to replace the sprinkler heads in the library for \$11,316. This does not include the work necessary to repair the holes in the ceilings that are a necessary part of the installation. The old units have caused us to fail the required sprinkler inspection for several years, so there is no question that we have to do what is necessary to come into compliance. It will be necessary to bring a lift into the library to reach the vaulted ceiling for installation. At the last Board meeting, the Trustees voted to authorize Clare to enter into a contract to proceed with this work.

Clare and Michael have decided to defer the Gala until 2024. It was not possible to line up all of the necessary providers in time to host the kind of Gala that we would like to have to showcase the library this year. We can begin now to plan for next year. They are considering a more informal family event at the end of the summer that would serve more as a community builder than a fund raiser.

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 for the details and actual numbers, but once again is happy to bring a positive report on the library's financial position at this time.

Year to date, library has a slight net positive income, as opposed to the loss budgeted for this point in the year. The loss, had it occurred, would have been covered by a pull from the endowment in accordance with our normal policies and practices. We anticipate that we won't have to draw anything from the endowment in this fiscal year to break even.

There have been two finance committee meetings so far to work with Jane on a draft budget for the coming fiscal year. A rough draft will be distributed to the Board in advance of the next meeting. In reviewing the budget, the Trustees should focus on just a few areas of variability. How much income will result from the fall and spring appeals? What will be the total for

salaries and all related expenses? How much will we be able to draw from the endowment? The projections and assumptions that the finance committee is working with right now happen to provide coinciding amounts as projected increases on both the income and the expense side. The budget will be voted on at the June meeting.

To summarize, the overall picture for revenue and expense for this fiscal year, and the budget for next year, look good. The accounts at Morgan Stanley are doing well, in line with the market. We continue to have money set aside in reserve in separate accounts for specific anticipated building projects.

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

Committee Reports:

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

Other Business:

Joe received a complaint regarding the noise and air pollution resulting from the library's lawn care. The board discussed this concern and it was agreed that selection and management of service providers is clearly within Clare's purview and that Board intervention would be inappropriate. Clare will follow up to address the concerns.

Joe introduced, Elisa D'Andrea, as a nominee to join the Trustees. Elisa introduced herself to the Trustees who do not already know her. Joe also proposed Donna Bold as a nominee to join the Board. Donna was not able to join the meeting but has met with Joe and others and has expressed her enthusiasm for the role. Following this introduction, Joe will be able to put these candidates formally before the Board for a vote at the May 22nd meeting.

At the May 22nd meeting we will also be saying good-bye to two of our current Trustees. Chris McIlroy's first term will come to an end and he has elected not to seek a second term at this time. Brenda Metzler has indicated her intent to resign from the Board due to a number of other commitments. Rachael is actively seeking other candidates for Trustee who reside in Bridgewater.

Joe also indicated that he hopes he will be formally proposing the following slate of officers at the May 22nd meeting:

Joe Boyd, President,
Rachael Ringenberg, Vice-President,
David Green, Treasurer
Tom List, Secretary.

Tom is still considering Joe's request that he consider assuming the role as secretary.

Next Meeting:

The next Board meeting will be on Monday, May 22nd 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.	Rachel Ringenberg	Chris McIlroy	Approved unanimously.

Thereafter the meeting was adjourned at 6:10 p.m.

Respectfully submitted,
Karen Copenhaver, Secretary
May 2, 2023