

Minutes
Norman Williams Public Library Board

Board Meeting
May 22, 2023 5:15PM

Attending:

Joe Boyd, David Green, Tom List, Rachel Ringenberg, Brenda Metzler, Noah Anderson in person

Trustee nominee Elisa D'Andrea attended in person

Chris McIlroy, Susan Piccoli, attended via Zoom

Trustee nominee Donna Bold attended via Zoom

Submitted by Tom List

Call to order at 5:16PM.

Opening Remarks & Announcements (Joe Boyd, Chair):

Joe verified that a quorum was present.

Joe announced that the meeting is being recorded at Karen's request, who is unable to attend. Tom List will also be taking minutes in Karen's absence. Joe explained that other missing trustees were Elizabeth Daniels, who is travelling and Bianca Zlatea who is away for family reasons.

Joe Boyd called for a motion to go into Executive Session to discuss Trustee nominees to the Board; Elisa D'Andrea and Donna Bold, and to allow Board members present to vote. The motion was moved by David Green and seconded by Rachel Ringenberg. Approved unanimously.

Joe asked if anyone had comments about the two candidates. There being none, votes were submitted by Survey Monkey and in person.

Vote was unanimous to accept both candidates.

Joe congratulated Donna and Elisa and asked each of them to share any comments.

Donna Bolt shared her passion for the library and libraries in general. She feels the library is an important part of the community. She hails from New Jersey, attended Bucknell, worked with AT&T as a Corporate Engineer and is now retired. She has

been married for 44 years, has three grown sons and bought a home in Woodstock 2014. She loves skiing, reading, hiking, biking and kayaking.

Elisa D'Andrea shared her past experiences on school boards as relevant to her interest in supporting and participating with NWPL. She loves Woodstock and is proud of the library.

**Joe Boyd called for a motion to exit the Executive Session. The motion was moved by Rachel and seconded by Brenda
Approved unanimously.**

Joe asked if there were any changes to the May 1, 2023 Board Meeting minutes and there were none.

Joe called for a motion to accept the minutes of the May 1, 2023, Board Meeting. The motion was moved by David Green and seconded by Joe Boyd.

Approved unanimously. Brenda Metzler abstained as she did not attend the May 1, 2023 Board Meeting.

Library Director's Report by Clare McFarland

Clare explained that Michael Ricci has a meeting next week with an engineer to review the stone columns out front.

Clare and Kathy will attend a meeting with VABIR (Vermont Association of Business Industry & Rehabilitation), who supports individuals with disabilities that need jobs. The purpose of the meeting is to review the possibility of hiring an intern. Should an intern be hired, he/she would be managed by Clare and paid through VABIR.

Clare shared a recent meeting with Gina of Sustainable Woodstock about the use of leaf blowers on the NWPL lawn. Sustainable Woodstock is concerned with noise factors in town and the use of gas to run lawn equipment as being inefficient. Sustainable Woodstock has suggested that NWPL employ a lawn company that uses electric equipment. Clare let Gina know that NWPL has employed Gary Corsi,

a small lawn care & snow removal business owner, for many years, that he is reliable, is a local resident who was raised in Woodstock and she is very pleased with his services. Clare explained to Gina that she will review the request with NWPL Board and will consider whether or not she will discuss with Gary. It is Clare's understanding that Sustainable Woodstock has not approached other businesses in town who use lawn services.

Clare has a scheduled meeting with Woodstock Town Manager, Eric Duffy on May 23 at 9:30AM to discuss porta-johns that the Town plans to place in the NWPL parking lot for Book Stock. Clare was not aware of the plan for the porta-johns and was not approached by the town regarding the plan. Clare learned about it from an article in the Vermont Standard. Clare met with Beth from the Woodstock Chamber on May 22 and discussed the concern that Book Stock organizer(s) have about bathroom facilities. Clare explained that while NWPL owns the parking lot, it is leased to the Town of Woodstock and the resulting use of the space is traditionally for parking. Special use would typically be discussed with NWPL to assure there are no conflicts or unforeseen hazards. Clare felt it would be best if the porta-johns were placed behind the Courthouse to assure safety and clear access into the library during the busy event. There was discussion about the need for visible signage and the potential need for extra bathrooms throughout the year. Clare did not know who was going to pay for the Book Stock porta-johns.

Clare reminded everyone that the Strategic Plan had been distributed and asked if there was any feedback. Brenda Metzler mentioned that on page three, a correction changing "Day Care" to "Child Care" was needed. Clare said she had received other suggestions and that they were incorporated into the revised version of the Strategic Plan. The Strategic Plan will be discussed next month and Clare plans to initiate the plan by the end of summer.

Treasurer's Report-David Green

David referred the Trustees to the Treasurer's Report which explains the basic financial position of NWPL through the first ten months of the budget fiscal year is break even. Funds from the start of the Spring Appeal are starting to come in. David is confident that cash on hand can cover NWPL through the balance of the

year and that operating results year-to-date are better than the Operating Budget. A draw from the endowment is not expected to be necessary.

David shared that the Investment Committee met to review the Morgan Stanley accounts. Morgan Stanley accounts are following the stock market and short-term funds are in good shape. David reviewed the \$2.5M from Ann & sisters (names?) in order to update new Trustees Donna Bolt and Elisa D'Andrea on the funding.

There is concern with the approaching federal debt ceiling but other than that, all accounts will remain as they are.

David reviewed the 2023/24 NWPL budget in general terms. Notable changes include staff wages that are budgeted to increase 7.5% to address cost of living increases. This will impact the budget with an 8% increase. This increase is budgeted to be off-set by a 5% draw from the endowment, anticipated increases in fundraising and budgeted utilization of the \$169K Shullinger funds, that will cover four years of book and related expenses. Stock market increases would also help to make up a portion of the difference.

The 2023/24 NWPL budget draft has been sent to all Trustees for review and there will be a Board vote in the June meeting.

**Joe Boyd called for motion to approve the Treasurer's Report. The motion was moved by Chris McIlroy and seconded by Elisa D'Andrea.
Approved unanimously.**

Committee Reports

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

Other Business:

Clare stated that she did not have an update on the Spring Appeal at this time. David mentioned that Spring Appeal has \$45K budgeted including a \$5K roll-over. Joe expressed optimism for the Spring Appeal.

Joe addressed the two outgoing Trustees, Brenda Metzler and Chris McIlroy who were attending the meeting. There is interest in having Board representation from a Bridgewater businessperson or resident.

Brenda Metzler commented that as an outgoing Trustee, she feels NWPL is stable and in good hands. She is stepping away for personal and time availability reasons due to participation with other boards and church related business where she is on a search committee for a new pastor. She discussed the importance of Trustees participating on committees to support library operations. She leaves the Personnel Committee with Tom List as Chair and hopes to see continued support for NWPL staff, DEI initiatives and the NWPL art cataloging project. She stated that Tom List has agreed to assist with the art cataloging.

Joe suggested we speak with Stephen Thomas and Deb Bassett for suggestions about art cataloging and valuation since they helped NWPL many years ago.

Clare will speak with Cory Barbis and Gregg Sula about new paintings that have recently been received from the Williams family.

Joe and Rachel thanked Brenda for her time and support.

Chris McIlroy expressed his thanks for being on Board. He felt welcomed and wished everyone the best.

Rachel thanked Chris for his dedication and preparation. Brenda thanked Chris for his help with DEI initiatives.

Noah Anderson shared his plans to be in Idaho with the Idaho Conservation Corps, based out of Boise. This experience helps him as his major is Natural Resources at UVM. He plans to return in time for the August Board meeting.

Clare is looking for volunteers for the NWPL Rare Book Sale during Book Stock which is managed by Mac. Additional help is always appreciated. Clare has emailed a schedule for Trustees to review and schedule their time if they are able.

Joe discussed that a vote for Officers will be required at the June Board meeting. The Officer slate is currently Joe Boyd, President; Rachel Ringenberg, Vice President; David Green, Treasurer, and Tom List, Secretary. There will also be a review of committees in the June Board meeting.

Next Meeting:

The next Board meeting will be on Monday, June 26 at 5:15PM. There was a brief discussion of conducting a short meeting to allow time for a Trustee's potluck dinner.

Joe called for a motion to adjourn. The motion was moved by Rachel and seconded by David.

Thereafter the meeting was adjourned at 6:40PM.

Draft respectfully submitted.

Tom List

May 23, 2023