

Minutes
Norman Williams Public Library Board

Board Meeting
June 26, 2023, 5:15PM

Attending:

- Joe Boyd, Dave Green, Tom List, Karen Copenhaver, Elisa D'Andrea and Rachael Ringenberg attended in person.
- Donna Bold, Elizabeth Daniels and Bianca Zlatea attended via Zoom.
- Noah Anderson and Susan Piccoli were absent.
- Clare McFarland was present by invitation.
- Submitted by Tom List, Secretary

Call to order at 5:18PM.

Opening Remarks & Announcements (Joe Boyd, Chair):

Joe verified that a quorum was present and asked if there were any changes to the agenda and there were none.

As at least one trustee has to leave the meeting early, it was decided to adjust the order of the agenda so that items requiring a vote could be addressed first.

Joe asked Dave to explain the 2023/24 budget and if there were any questions. Dave addressed the proposed budget and explained that it is very similar to the current budget in terms of revenues and expenses. One main exception being that salaries have been increased for the cost of living due to recent high inflation. As a result, compensation expense is increased by \$33,000, or 8% with COLA accounting for about 5%, and 3% available for merit raises.

Necessary cash is expected to be provided by the spring appeal, contributions and a 5% withdrawal from the endowment in accordance with policy guidelines and the current year budget.

Joe asked if there were any questions regarding the proposed budget. There being none, a motion to approve the budget was moved by Karen and seconded by Joe. Approved unanimously.

Joe proposed the slate of Board officers for the next fiscal year, effective July 1-June 30:

Proposed slate:

President-Joe Boyd

Treasurer-Dave Green

Vice President-Rachael Ringenberg

Secretary-Tom List

Joe noted that Karen Copenhaver is being replaced as Secretary by Tom List as she will be leaving the Board when her term ends in October.

Joe asked if there was an alternative slate or if anyone wanted to propose any changes. There being no changes, Joe called for a motion to approve the proposed slate of officers. The motion was moved by Elisa and seconded by Donna.

Approved unanimously.

Clare addressed the need for a No Idling Policy as one of the conditions to obtain a Sustainable Library Certification. Work continues toward fulfilling many of the action items required within the Sustainable Library Certification, including adopting the No Idling policy.

Discussion included comments that signage may be needed.

The motion to approve the No Idling Policy that Clare had drafted was moved by Dave and seconded by Karen.

Approved unanimously.

Joe asked if there were any changes to the May 22, 2023, Board meeting minutes. Elizabeth asked for clarification on the minutes pertaining to leaf blowers and porta johns as it sounded similar to the previous meeting. Joe and Clare verified that the minutes of the May 22 Board meeting accurately reflected further discussions and updates about leaf blowers and porta johns.

In the absence of any proposed changes, Joe called for a motion to accept the minutes of the May 22, 2023, Board Meeting. The motion was moved by Elisa and seconded by Dave.

Approved unanimously.

Karen Copenhaver abstained.

Library Director's Report by Clare McFarland

Clare reviewed the addition of a new Children's Room Assistant Librarian, Sarah Muhlberg. Sarah is an Occupational Therapist and is working on her master's in Library Science. She will be working 20 hours a week starting at the end of June and is a welcomed new member of NWPL staff.

Strategic Plan

Clare and Karen requested that any comments about the Strategic Plan be brought forward prior to the July Board meeting to allow for a more in-depth review and discussion of a final document at that time.

Clare provided an update on the evaluation of repairs to NWPL building exterior. The building was last repointed 25 years ago and as such, estimates are being gathered to address necessary repairs to the columns and other areas of the building.

Joe Gnazzo (<https://gnazzo.com/>) from Union CT reviewed the building. In addition to the columns, he expressed issues that he feels exist with the mortar and block construction, and the need to repoint all areas of the exterior façade.

Estimates for general masonry repairs are as follows:

South wall, (back of building), \$50,200, (Joe Gnazzo suggests that the work start at the back of the building); north wall \$51,900; west wall \$102,200; east wall \$163,000. Total \$367,300.

Clare noted that she will be looking for a second quote or a supplemental evaluation of the potential work needed, from a second party. Clare mentioned that grants will be an option and will be studied. We are seeking an independent second opinion. Elisa suggested Brown Masonry of Weathersfield VT. They will be contacted and requested to evaluate the building and work needed.

Clare reported that revenue from the Bookstock weekend was \$4,183 from the Vintage book sale and \$2,406 from Foyer book sales. Overall attendance seemed lower than last year. Joe thanked all those who helped with the Bookstock weekend including Mac. While not present at the meeting, it was pointed out that

Mac does a tremendous amount of work for NWPL and is greatly appreciated. It was mentioned that a gift for Mac might be an appropriate gesture of thanks. Alternatively, a potluck party for NWPL staff and board is suggested to be held at 4:00PM on July 9th in the library garden, to express thanks to Mac and others for a successful effort.

Karen mentioned that she is willing to assist Mac as needed in the future as she has been shadowing him for several months and understands the details of what Mac does to manage the book sales, inventory, and efforts. Including pricing strategies that are elemental to assuring books are priced in a way that is conducive to successful book sale revenue.

Treasurer's Report-David Green

David referred the Trustees to the Treasurer's Report which explains that as of the end of May, financial results show essentially a break-even status. With expenses remaining normal in June, a net loss of about \$50,000 for the year is expected, prior to a transfer from the endowment discussed below. This is normal as the income generated is not sufficient to cover expenses without reliance on the transfer of endowment. Expense management is good. The Spring appeal continues to go well.

The budgeted transfer of \$106,000 from the library's endowment account at Morgan Stanley to the library's short-term Morgan Stanley Account is needed to avoid a cash crunch in the summer and fall. The short-term Morgan Stanley account is currently earning 4.8% and as the stock market is soft, this further supports this transfer of funds. The transfer will occur within Morgan Stanley at this time and transferred to Mascoma Bank when needed.

Dave mentioned that the policy is to not utilize more than 5% of the endowment based on a twelve quarter average balance in a fiscal period. Funds from the Marder Estate were reviewed briefly. A final distribution of \$76,000 is anticipated.

Motion to approve Treasurer's report was moved by Karen and seconded by Joe. Approved unanimously.

Committee Reports

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

Other Business:

Joe reviewed the status of the current committees and updated the Board on participants of each committee:

Investment Committee

Dave Green-Chair, Joe Boyd, Clare McFarland, Anne Quasman, Gail Dougherty and John Gertsmaier.

Finance Committee

Tom List-Chair, Clare McFarland, Jane Blanchard, Dave Green and Joe Boyd.

DEI Committee

Rachel Ringenberg

Two other former members of the committee are no longer on the board.

Committee is currently inactive and will be repopulated again if it becomes active.

Personnel Committee

Tom List-Chair, Bianca Zlatea and Susan Piccoli.

This committee typically meets once a year with Clare's evaluation being the focus.

Building Committee

Elizabeth Daniels, Karen Copenhaver, Phil Robertson, Donna Bold, Elisa D'Andrea and Michael Ricci.

Development Committee

Bianca Zlatea, Michael Ricci, Elisa D'Andrea and Donna Bold.

The Gala is a focus of this committee.

Nominating Committee

Jill Hastings, Keri Cole, Susan Robertson and Joe Boyd.

Joe discussed the August Board meeting and whether it could be skipped. It was determined during discussion that an August Board meeting will not be scheduled at this time.

Next Meeting:

The next Board meeting will be on Monday, July 24th at 5:15PM. Location to be designated by Joe prior to the meeting.

Joe called for a motion to adjourn. The motion was moved by Karen and seconded by Dave.

Approved unanimously.

Thereafter the meeting was adjourned at 6:16PM.

Draft respectfully submitted.

Tom List

June 27, 2023