

Minutes
Norman Williams Public Library Board

Board Meeting
July 24, 2023, 5:15PM

Attending:

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

Call to order at 5:17PM.

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.

Joe asked if there were any changes to the June 26th, 2023, Board meeting minutes.

In the absence of any proposed changes, Joe called for a motion to accept the minutes of the June 26th, 2023, Board meeting. The motion was moved by Donna and seconded by Rachel.

Approved unanimously.

Library Director's Report by Clare McFarland

Michel Ricci has contacted Greg Brown, who is a stone mason, about getting a second estimate for the exterior building repair. He is waiting to hear back. The library will be closing at 4:00PM on Friday, July 28th to accommodate a planned event for the staff and board from 4-6PM, to recognize NWPL staff, with special recognition to Mac, Liza and Danelle. Food and beverages will be provided.

Clare suggested a change to the library Rules of Conduct Policy to tighten up the No Smoking Policy. She suggests adding a clarification to include “no tobacco products or drug paraphernalia should be visible on library property”. Karen confirmed that the policies can be amended and that they are intended to assist library staff with enforcement of appropriate conduct. A vote will be required to approve the change.

Joe added that there will be a vote on the Strategic Plan in the meeting today.

Treasurer’s Report-David Green

Dave discussed the Treasurer’s Report. Although it is anticipated that there are some invoices yet to be recorded for items acquired before the fiscal year end, it is anticipated that the library will show a profit for the fiscal year ended June 30th. Current cash flow is in good shape. The only known large upcoming expense is the repair to the building’s exterior which is being explored. The investment accounts at Morgan Stanley are performing well. The Investment Committee has its next quarterly meeting with Morgan Stanley tomorrow, Tuesday July 25th.

Karen asked about recent financial gifts and whether the library was notified in advance about them or if they were unexpected. Clare and Dave explained that the gift to the endowment by the estate of Chris Lloyd was unexpected, but the residual gift to the library from the Marder estate is as expected.

Motion to approve Treasurer’s report was moved by Karen and seconded by Tom.

Approved unanimously.

Committee Reports

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

Other Business:

Joe asked for questions or comments regarding the Strategic Plan. There were none and Joe asked for a motion to approve it.

Motion to approve the Strategic Plan was moved by Donna and seconded by Dave.
Approved unanimously.

Clare discussed the Spring Appeal and indicated that donations have been low during the month of July. The Spring Appeal is currently \$5,000 behind budget and this was the same pattern last year. Rachel noted that there are numerous local fundraisers currently in place due to the recent local flooding and these may have an impact on the library's fundraising efforts.

Joe encouraged attendance at the event on Friday, July 28th, for NWPL staff and board members. The event is from 4-6PM and will be inside if necessary due to weather.

Joe and Rachel asked if there were concerns with not having an August meeting. There were none.

Joe brought up the Puppies & Pooches event, hosted by The Friends, to clarify that it is a fundraiser for The Friends and not a NWPL fundraising event. Joe noted that there has been confusion in the past by the public as to what entity benefits from the Puppies & Pooches event and the library has attempted to clarify the resulting confusion as much as possible. Clare said that she is aware of individuals who have donated to The Friends, thinking that the funds will go to NWPL. It was discussed and recognized that The Friends are good supporters of the NWPL in many ways and that a long term and well-defined relationship should continue. Rachel mentioned that The Friends is more of a social group and can lead positively to networking opportunities with NWPL leadership.

Karen asked whether the computer located in the children's section received much use and whether it should be upgraded or replaced. Clare said that the software has not been updated and that the computer is not used very much, noting that in the past it has been used primarily for video games, resulting in frequent gatherings by children, after school hours, resulting in noise issues. Clare said that she and the staff have decided that the computer is not needed as a necessary resource, referring to other computers that are available for use.

There is also support for a trend in the use of board games for recreational activities, which is more conducive to a library atmosphere.

Karen discussed an article that she read about the role of local libraries and how they have evolved into the role of supporting community activity. The article focused on their success and how churches might benefit from the same strategy. Clare agreed and noted the use of jigsaw puzzles to bring people together.

Next Meeting:

There will not be a meeting in August. The next meeting will be on September 25th.

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 5:57PM.

Draft respectfully submitted.

Tom List

August 3rd, 2023