

Minutes
Norman Williams Public Library Board

Board Meeting
April 24, 2024, 5:15PM

Attending:

- Joe Boyd, Tom List, Dave Green, Elisa D'Andrea, Donna Bold, Joe McGuire, Susan Piccoli, and Rachael Ringenberg in person.
- Bianca Zlatea attended via Zoom.
- Clare McFarland was present by invitation.
- Submitted by Tom List, Secretary

Call to order at 5:19 PM.

Opening Remarks & Announcements (Joe Boyd, Chair):

Noah Anderson has resigned from the board.

Joe welcomed Jack McGuire to the board.

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 March 25th board meeting minutes.

In the absence of any proposed changes, Joe called for a motion to accept the minutes of the March 25th, 2024, board meeting.

The motion was moved by Dave and seconded by Donna.

Approved unanimously.

Library Director's Report by Clare McFarland

The library will host a summer intern from UVM, Molly Maxim, who is studying Sustainable Community Development. She will work mid-May to mid-August and UVM is paying for the internship. The topic of her study compliments the Sustainable Library Certification process currently underway with the library. There will be marketing opportunities and Clare is working with the Vermont Standard accordingly.

A web developer, Gabe Halberg has been contacted regarding the new web site design and re-build, and will be sending an estimate to Clare for web development and maintenance. The site will be ADA compliant and will be similar to the existing (former) site. The cost is expected to be approximately \$10,000 and Joe proposed \$12,000 be committed to the project. The Executive Committee will approve any costs exceeding \$12,000.

Bianca commented that there are opportunities to review monthly web site metrics that can assist marketing and operations and offered her assistance.

Joe called for a motion to accept the financing for the web site.

The motion was moved by Elisa and seconded by Dave.

Approved unanimously.

Clare discussed that April 28th Gala planning is well underway. There are almost \$25,000 in sponsorships achieved and 164 tickets have been sold, out of a total of 180 available tickets. Elisa asked for help with manning the registration desk and mentioned Vicki Ferrentino will host a Trivia contest following the main speaker Priscilla Painton?

Carpet cleaning is scheduled, and the date will be determined soon.

There was a discussion about the cancellation of Book Stock. Clare and Joe explained the past relationship between the library and Book Stock. Joe will forward information to assist board members with background information on the cancellation of the event. The library will be looking for a way to dispose of books that are donated and not used in the Foyer book sales area. In the past, those books were sold to Better World Books or donated to Book Stock.

Elisa expressed concern regarding the Vintage Book Sale held by the library during Book Stock and Clare said the Book Stock Vintage Book sale date will be changed to Covered Bridges ½ Marathon weekend.

Board members are invited to participate in the May 18th webinar in AI & Libraries.

Michael Ricci has advised that the Spring Appeal will follow the Gala and there will be an opportunity for a matching pledge, which can be promoted at the Gala.

Treasure's Report

Dave discussed the Treasurer's report and commented that library performance is better than budget on the expense side and operating revenue through March. The library investment accounts reflect the performance of the stock market. The library tax return has been filed.

Dave reviewed that the budgeting process has started with Clare. There will be a focus on fundraising income, operational expenses and wages & salaries with a comparison to the previous year's results. The budget will be presented to the board in the May 21st board meeting for review with a goal of final board budget approval in the June meeting.

The Investment Committee will meet with Morgan Stanley on May 9th at 11:00 AM and all board members are welcome to attend.

Motion to approve Treasurer's report was moved by Donna and seconded by Joe.

Approved unanimously.

Other Business:

Joe updated the board on the search status for additional board members. Tom List will be on the slate to replace Joe as President and the search is still underway for Treasurer.

Committee Reports

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

Next Meeting:

The next board meeting will be on May 21st at the Simmons House.

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

Approved unanimously.

Thereafter the meeting was adjourned at 6:22 PM.

Respectfully submitted.

Tom List
April 24th, 2024