

Norwich Public Library Board of Trustees
July 23, 2018, Meeting Minutes

Attendees: Karen Harris, Stephanie McCaull, Penny McConnel, Jane Acker, Leslie Rimmer, Manu Tesone, Terri Ashley, Lucinda Walker, Margo Nutt

Absent: Pam Miles, Demo Sofronas

Call to order: 7:02

1. Secretary's Report:
Reviewed minutes from the June 25, 2018, meeting. Only edit was the spelling of Tom Kearney's name. Stephanie moved that the minutes be approved with the edit, Penny seconded, all approved.

2. Treasurer's Report:
Leslie proposed making some changes to how financials are reported in an effort to provide information that is useful to Trustees. The Finance Committee will meet with Lucinda to streamline the reports.

Karen asked for a clarification on the income numbers, though it was recognized that the board wasn't seeing the final numbers. Manu asked about line 5300, the \$5000 in Capital Reserve. He doesn't think it should be shown as an expense rather than income. Lucinda will check with Suzanne if 5900 and 5999 need to be recoded. Question about how the Board reviews the closed-out books. It is often reviewed in detail when discussing the following year's budget. Manu question about whether board members sign off on 990 and if there is legal exposure to the board. Lucinda said she'd like to review this in detail within Finance Committee.

3. Committee reports
 - a. Building and Grounds
Trustees will do a tour of the new garden following the meeting. Pergola is done and ready for fill and grading. The basement is taking on water along with some debris which may be foundation-related. Lucinda thinks it might have to do with the recently-built seating area. It was looked at last fall and nothing was found. A dehumidifier is running and absorbent pads are being used to address the water.

 - b. Development
Lucinda will provide a more detailed report on giving. Some donors increased their giving. One was designated for the outside work. The annual appeal covers spring and fall appeals.

4. Friends of the NPL Report
On hiatus for the summer. Didn't have a July meeting. Next activity is Soup & Bread Lunch in October, date TBD.

5. Librarian's report
NPL is attending concerts on the Green and the Norwich Fair. At first people didn't understand why the Library was there but now they are getting excited that we're there. They bring a hotspot for Wifi which people like. Also brought books to sell from the collection. The theme is "Libraries Rock" with instruments and books. Trying to bring the library to people. Jane suggested NPL set up at the Antique

Show. We may try the Farmers' Market once a month and could bring story time to the Haven and the Norwich Rec Center Day Camp.

Penny asked about Library Book Sale. Discussion about other area book sales. Margot said the Friends are interested but the way it's been done in the past is overwhelming so they are discussing the options. Library discards are generally not welcome at book sales. Many get recycled. Question about selling on Amazon. Library uses another service called Better World Books. Talked about having a book sale area in the downstairs closet. There is generally a need to reduce the collection which is about 2000 books a year. Discussion about libraries that run used book shops. Margot will talk to Friends. Free bookshelf is books that randomly show up – like in the return box or other ways.

Question about parade. Lots of fun and lots of kids.

Summer reading program – national program with a national theme. Have a kick off program and sign kids up and they are invited to participate and keep track and turn in. They get a KAF gift certificate for participating.

Terri idea – box books and have a prize in one but have them take it home to see if they get the prize.

Lisa was accepted into mid-career professional development program. Same as one that Lucinda went to last year.

Janice – the volunteer coordinator – is retiring after 5 years at the library. Lucinda is doing some staff restructuring with the 2 openings. Janice will not be replaced as a one-to-one. Responsibilities will be distributed. She will be expanding hours for Library Assistants. Manu asked if we'd consider hiring teens like Dan & Whits. Lucinda is looking more for staff – who can have more responsibilities. Trying to replace Jillian but haven't gotten a good response. Will repost after Dartmouth is back in session and try some other online job sites.

6. New Business

a. Committee assignments

Everyone is comfortable with where they've been assigned. Karen asked if committees are willing to assign their own chairs. Mark will chair Events and Stephanie will chair Development. Penny will chair Personnel. Demo will chair Building & Grounds, Karen chairs Exec, Leslie will chair Finance, Pam will chair Nominating. Finance community member ideas – Exec. Committee will take on. Jane would like names to come to Board before asking them to join. All ok to do it by email.

b. Board communication

How do we get information from Lucinda and how do we want to communicate with each other? We pay \$1400/year for ShareFile. All files, including staff files, are stored there. Slack suggested as a replacement to save money. Can have access to files and have conversations in channels that mirror the committee structure. Could also use Google Drive to share files. ShareFile seems to be overkill for what we use it for. Jane feels like she is inundated with many different systems and doesn't want to learn another one. All agree Google Drive would be the best option. Lucinda will set up.

c. VT Integrated Architecture Report

Draft report from Vermont Integrated Architecture Report was shared. Staff hasn't had a chance to discuss yet. Many ideas that could be easily implemented. Next steps. Lucinda will meet with Andrea, the author, then will get some costs. Will feed into strategic plan next year.

7. Other Business
 - a. Staff / Board gathering. Can use money from Sunshine Fund to cover a gathering at the Norwich Inn. Mark will take this on.
8. Old Business – None
9. Upcoming
 - a. Meeting in September, will review FY20 budget. May be a longer meeting.

Mark moved to adjourn. Jane seconded. All approved. Adjourned at 8:30.

Tour of garden.

Next meeting – September 24, 2018 at 7:00.