

**Norwich Public Library Board of Trustees Meeting
October 17, 2018 Minutes**

Call to order: 7:06 pm

Attendees: Karen Harris, Stephanie McCaull, Leslie Rimmer, Demo Sofronas, Jane Ackerman, Margo Nutt, Terry Ashley, Kathy Parsonnet, Mark Lilienthal, Lucinda Walker

Absent: Penny McConnel, Manu Tesone, Pam Miles

Secretary's Report: Minutes approved, with provision that typos corrected. Suggested change \$500 should be \$50K.

Treasurer's Report:

1. Leslie reported that Operating Account (balance sheet) is low, because still waiting for reimbursement, and Town funds for 2nd half will arrive in November 2018.
2. Operating Reserve in good shape. Revenue ahead of where we were last year. Unsolicited donation received. Board will acknowledge. Expenditures on track.
3. Should NPL have an audit or financial review, as a check and balance, even though we don't need to? Estimate to do so is \$5,500. Decided to hold off and revisit next year.
 - a. Accountant and Bookkeeper aware
 - b. Discussion: How important is it that we invest in this, given the fact that we don't have major grants or contracts that require this? May be prudent to do at some time.
 - i. Lucinda has informally investigated this with financial advisors.
 - ii. Trade-off between an investment for no particular reason vs. what revenue that may be secured as a result.
4. Financial reporting: discussion re: change the format of reporting – provide comparisons between last year and this year, highlight things of note.

Committee reports

- Building and Grounds
 - Garden is beautiful. 50+ people attended the reception.
 - Mold found in storage room. No health risk. Professional assessment determined that water coming in under the dumbwaiter. Will seal the water from coming in, repairing foundation from inside. Will need to treat walls. Will discard contents that have no historical or practical value.
 - Insurance
- Development
 - Developed an Appeal Letter. Board may be asked to sign letters
- Personnel Committee will meet on Nov 15.
- Special Events –
 - Jane reported about Board and Staff gathering at Norwich Inn at 5:30.

Friends of the NPL Report

1. Margo reported that Mother's Day plant sale bill was considerably more than previous years. Yet, made more than \$7K
2. Bread and soup lunch was successful; people networked,
3. Friends agreed to fund pilot program streaming TV through Acorn TV (streaming service that highlights British and Australian TV). Library is charged a fee per user. NPL will purchase a limited amount of content and see how much we use it. Going live on November 1st.
4. Friends will inventory the non-media items that are at the NPL and catalogue it.

Librarian's report – as above, and note that still looking for Community Outreach Librarian.

New Business

- FY2020 Budget
 - Asking \$283,000 from town, which is less than 3% over last year
 - Restricted income can't be used for operating expense
 - Building and Grounds increased by \$5k because maintenance is becoming more expensive.
 - If unexpected maintenance expense is incurred, funds are taken from Capital Reserve, then Operating reserve, and then if possible, it is paid back.
 - Personnel expenses increased to cover COLA (which is projected to be over 3%)
 - Technology costs slightly increased, to account for updating computer and wifi hardware.
 - New hardware is purchased at considerable discount through TechSoup (refurbished).
 - Considering using tablets (as opposed to laptops) for public to use for searches in the library.
 - **Personnel:** Still looking for someone with library experience to do library adult programming, marketing, outreach. \$18 - \$19.50/hr 25 hours/wk, no benefits.
 - Demo motioned to provisionally approve. Mark seconded it. All approved.

Other Business - None

Upcoming

- Next meeting – November 26, 2018

Meeting adjourned at 8:17pm