

NCFL Board Minutes –November 9, 2022

Board Members Present:

Bob Weiss, Kathleen Turley, Liz Smith, Linda Murawski, Linda Romeo, Betsy Winters-Russell, Julie Kabat, Randi Walker, Rick Werwaiss, Mark Reamer, and Kim Grethen

Also present: Vicki Wills (Library Director)

- Meeting called to order at 7:03 pm.
- Rick moved to approve the October 2022 minutes. Kim seconded, all in favor; motion passed.

Library Director's Report

- Vicki reported that the oil tank was replaced due to a minor leak.
- Vicki continues to work with the Marketing committee on developing donation and fundraising web pages.
- Sexual Harassment Prevention Training is required annually in October. All staff, volunteers and Board members must complete the training.
- Great Give Back – The Library participated in the Lyons club program by accepting new or gently used coats, gloves. and hats.
- The Library also participated in the Hatsgiving Program by collecting hats for pediatric cancer patients. Donations must be received by Nov. 14.
- Vicki will be attending the Columbia County Library Association (CCLA) meeting on November 10th.

414 Campaign

- Judy reported that the Campaign was a huge success gathering 72.5% of the votes (1,690 yes, 539 no). 266 town hall, 522 tri, 308 middle school, does not include early voting.
- Rick likened Judy's execution of the Campaign to the victorious Civil War general Ulysses S. Grant – measured, studied and well-planned. Rick also discussed the effectiveness of door-to-door vote getting and letters to the editor. Lastly, he asked everyone to return the 'vote yes' signs to the Library to use again.
- Judy reported that the Campaign spent nearly all funds raised for the effort. She also created a file with all Campaign details for future efforts.

Finance Committee

- Bob and the Finance Committee will meet to discuss staffing now that the Library's budget has increased. Bob will recommend at the next Board meeting we hire, at \$45 per hour, Susan Van Tassel in Chatham to complete our quarterly and year-end; payroll and tax reports. Bob met with Rick, Bob, Vicki and Judy to go over the Library's budget. He will distribute his recommendations to the Board for review and discuss the details at the next Board meeting.
- Rick and Bob will meet with the Finance Committee to develop the 2023 budget which will be shared with the Board at the next meeting. With the increase in Library funding, some budgetary changes under consideration include increasing staffing to accommodate more Library hours. Vicki would like to survey patrons and the Board to find out what people would like in terms of increased hours and services. Vicki will ask at CCLA about potentially

offering morning hours. Rick and Kim offered to help with a survey through the online platform, Survey Monkey. The announcement of the survey will go out with an acknowledgement to Chatham Residents that our referendum was successful with their support. Additionally, a thank you note will be distributed through Mail Chimp. Lastly, it was agreed to put a thank you ad in the Columbia Paper.

- Bob reported that the oil leak repairs came out of building reserves.

Fundraising Committee

- Holiday wreath sale – please market the sale of the wreaths.
- Annual appeals letter – the Board agreed that we should not pursue that this year. Rick suggested we consider a capital request, next time we send a fundraising appeal.

Marketing Committee

- Linda Murawski discussed the updates to the website which include making the e-commerce portion of the website active. It's been a lot of work. A big challenge has been separating out donations from fundraising.

Building & Grounds Committee

- Mary and Mark are reviewing the facility capital plan to prepare for the 2023 budget.

Arts & Culture Subcommittee

- Julie encouraged Board members to attend by Zoom a program on Sunday, November 13, called “The Other Side of Poetry”. The Zoom link has been distributed to all Board members.
- Julie submitted the grant, formerly known as DEC and now the Community Arts Grant. We will hear in February and will begin the series of programs in March.

Live and Learn Subcommittee

- Upcoming programs:
 - Align Your Finances w/ Your Values – Michael Richardson November 9th.
 - Genealogy Webinar – possibly January 18th, this is a two-part program.
 - Zero Waste program on Feb 7th.

Executive Committee

- The Committee approved by email, the emergency expenses for the oil tank.
- Rick discussed with Joan Persing her activities on the Board, and she offered her resignation. Rick listed all the activities she contributed, including running the traveling dinner fundraiser. Rick put forward a motion to acknowledge with appreciation. Betsy seconded. All in favor; motion carried.
- Rick asked Dale to continue as Vice-President and he agreed but does not want to continue as Chair of the Fundraising Committee. The fundraising portfolio will be discussed as part of the budget.

Nominating & Governance

- Rick asked everyone to provide him with names for potential Board and Program members. Julie is looking for another member on the Program Committee. Judy mentioned that the canvassing portion of the 414 Campaign led to meeting new people in the community and many of them expressed support for the Library. The canvassers will be asked if they met anyone that would like to become involved.

- Rick will discuss with other local libraries the possibility of sharing staff. He plans to meet with the Personnel Committee soon.
- At our next Board meeting, which is the annual meeting, we will vote on the budget and Board member terms.
- Betsy is recommending the Board consider a Collections Committee. She discussed a need to understand how books are purchased. Rick discussed the need for a clear mission and operating plan for that Committee. Betsy made a request to know the budget amount for purchasing books. Rick will work with Vicki on a mission statement and process outline for a Collections Committee.

Rick made a motion to adjourn. Betsy seconded. All in favor; motion carried.

Next Library Board meeting on December 14, 2022, at 7:00 pm is also our annual Board meeting.