

## Minutes

### Board of Trustees of the Williamsburg Libraries

04/11/2016

Present: Katie Krol, Pat Billingsley, Cynthia Barker, Jon Gould, Rob Stinson (recorder)

Guest: Bill Sayre

The meeting was called to order by Pat at 7:05.

- 1.) Minutes – Minutes from the March 21, 2016 meeting were reviewed and amended. Cynthia moved and Rob seconded to accept as amended. Approved unanimously.
- 2.) Director's Report:
  - a. Katie highlighted several upcoming events, including a presentation by Blanche Derby on Wild Edibles on April 20 and May Faire on May 7.
  - b. Pat has been informed that the Finance Committee will be sending a letter to all town boards/departments asking them to scale back budget requests to help avoid the need for a possible override situation in town. It is anticipated that the Board will address the specifics of the request and response at its May, 2016 meeting.
- 3.) Financial Reports
  - a. Katie stated that since the second Annual Fund solicitation letters were mailed there have been thus far only a few additional donations; including, however, one sizeable contribution. Katie distributed an update of the Annual Fund statistics showing monthly totals for donations and the number of donors.
  - b. The expense summary report for July '15' – April 22, '16' was reviewed. There were no unexpected differences of budgeted vs. actual expenses. It was noted that the water and sewer component of utilities should have been incorporated into the town's overall utility budget and in the future will be shifted accordingly to the town.
  - c. The checkbook report and the current profit/loss statements and balance sheet were distributed. Rob requested that at some future meeting an explanation be given of how the liabilities and equity elements of the balance sheet are derived.
- 4.) New Business
  - a. Bill Sayre of the Public Safety Complex Committee showed a brief video, featuring town officials and representatives of the police and fire departments, addressing the need for new facilities. Afterward, Bill fielded a variety of questions. Another similar session for library users is scheduled for April 27, 6:30 p.m. at the Meekins Library.
- 5.) Old Business
  - a. Jon and Rob met with the town's Capital Planning Committee on April 4 to support the library's request for a \$10,000 appropriation to fund the preparation of an architectural design specification for repairing the sidewalks of the front stairs. The Capital Planning Committee will send its recommendation on the matter to the Finance Committee.
  - b. Two Annual Fund solicitation letters have been mailed. Depending on the response, the possibility of sending out a third letter will be discussed at the May Board meeting.
- 6.) Next Board meeting is scheduled for May 16, 2016.
- 7.) Rob moved to adjourn and Cynthia seconded. Unanimously approved. Meeting adjourned at 8:50.

*P. A. Billingsley*