

Minutes
Norman Williams Public Library Board

Board Meeting
October 23, 2023, 5:15PM

Attending:

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

Call to order at 5:17PM.

Opening Remarks & Announcements (Joe Boyd, Chair):

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 September 25th, 2023, Board meeting minutes.

In the absence of any proposed changes, Joe called for a motion to accept the minutes of the September 25th, 2023, Board meeting. The motion was moved by Dave and seconded by Donna.

Approved unanimously.

Library Director's Report by Clare McFarland

Clare discussed the Wassail Vintage Book Sale which will be held on Friday & Saturday, December 8th & 9th, 10AM-4PM. Mac will not be working it, and volunteers are needed from the board to help with the sale. It was noted that the sales from last year were over \$7,000.

The first NWPL Holiday Party, An Enchanted Wassail Evening, is planned for Sunday December 10th, 5-7PM. The event is intended to engage the community

following Wassail Weekend as a kick-off to the holiday season. A ticket price of \$125 was discussed and the budget for the party is to break even. Hors d'oeuvres and a bar will be included along with entertainment by Bob Merrill. It will be promoted on the NWPL website, Chamber website and an e-letter.

The NWPL Halloween Haunted House is on Sunday October 29th. Halloween candy will be given out on Tuesday October 31st outside in front of the library, at the bottom of the library stairs, between 5-7PM.

The annual Woodstock Town funding of \$51,250 requires 160 signatures. The Town of Bridgewater funding of \$5,000 also requires signatures. All board members are asked to help obtain signatures from the town of Woodstock registered voters.

The Building Committee is seeking additional bids for the exterior masonry project. Clare was given the name of Tom Cady who did work on Gail Dougherty's house and will be following up. Given the scope of the work that may be required, the goal is to find a mason who has availability and experience restoring historical buildings.

Clare reviewed the status of the lawn in the front of the library and her recent conversations with Eric Duffy about ownership of the lawn areas belonging to the town and the lawn area owned by the library. Historically, the library manages and pays for the maintenance of the lawn areas belonging the town as well as the library lawns. Eric has requested that NWPL sign a lease for the use of the lawn belonging to the town. There is a question as to liability which Joe and Clare expressed concern about. It was agreed that the board would vote on ending the maintenance effective in December 2023.

Motion to end the maintenance of the lawn belonging to the Town of Woodstock was moved by Dave and seconded by Elisa.

Approved unanimously.

Clare provided an update on a situation where Wes Hennig, who represents a group of historical reenactors who have historically held an event on the town lawn in front of the library, cancelled this year's event. She was informed by the individual that the event was cancelled due to an insurance requirement by the town.

According to Wes, insurance was never required in the past and was not an expense the group willing to incur. Jen Falvey, a writer for the Vermont Standard, contacted Clare and asked about the situation, implying that the library was involved in the decision not to hold the event. Clare will follow up with Jen to assure her that the library was not involved in the decision.

The need for library privacy areas was discussed. Ten of the study carols on the mezzanine will be sold or donated to create space for seating pods. Issues such as functionality and noise will be evaluated. Two-person privacy units are also being investigated and they may cost up to \$10,000 each. Clare will review the project with Friends of the Library. Procedures will need to be defined as to the use of the units. Susan will help with potential leads for selling the carols that are currently in place.

Treasurer's Report-Dave Green

Dave discussed the Treasurer's Report. The library expenses and revenues are on budget and cash flow is good. The library has received \$77,000 in budgeted funding from the Town of Woodstock. The Quarterly Investment meeting was held with Morgan Stanley and no changes to investment strategies were recommended. It was noted that the stock market has not been strong in the last quarter. Dave will send the board an extended version of the financial statement and budget.

Motion to approve Treasurer's report was moved by Rachel and seconded by Elisa.

Approved unanimously.

Other Business:

Susan updated the board on the high school and middle school libraries and student activities there. Activities include reading times with students, a young adult diverse book club, adult book clubs, a faculty and staff book club, and a weekly newsletter. Susan works with VT Humanities Council for grants and programming ideas. The school is applying to be a partner school with Outright Vermont to further participation in diversity related activities.

Committee Reports

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

Next Meeting:

The next meeting will be on Monday, November 27th.

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

Approved unanimously.

Thereafter the meeting was adjourned at 6:18PM.

Respectfully submitted

Tom List

November 10, 2023