

**Minutes**  
**Norman Williams Public Library Board**

**Board Meeting**  
**September 25, 2023, 5:15PM**

**Attending:**

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

**Call to order at 5:18PM.**

**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 July 24<sup>th</sup>, 2023, Board meeting minutes.

**In the absence of any proposed changes, Joe called for a motion to accept the minutes of the July 24<sup>th</sup>, 2023, Board meeting. The motion was moved by Dave and seconded by Karen.**

**Approved unanimously.**

**Library Director's Report by Clare McFarland**

Michael Ricci will be scheduling a meeting with Joe Gnazzo of Gnazzo Construction and the Building Committee to further review the exterior building repair project.

Clare met with Eric Duffy regarding the lawn space in front of the library that is owned by the Village. He proposed that the library and Village enter into a written agreement whereby the library leases the land at no cost, allowing the library to

continue to have control over use and maintenance of the space. Eric indicated that an agreement will be forthcoming. Clare highlighted the current use of the space explaining that historically, there are approximately five groups that hold events on the lawn each year. NWPL manages the maintenance of the space and pays for the grass to be mowed in the summer and walks to be shoveled in the winter. Clare expressed concern regarding liability as it may be unclear who is responsible if an incident should occur, since the Village is the owner, but NWPL has assumed a certain control of the space for many years. Karen suggested that clarification of liability and cost of maintenance would be required for NWPL to consider a lease agreement. Joe agreed that a conversation should be initiated with Eric to review the concerns of the library.

Bookplates have been made for books that are purchased through the Schullinger funding. The Schullinger bequest of \$169K will be used solely for book purchases starting with the 2022-23 fiscal year. Book purchases will be tracked to align with funding, and the library intends to continue to spend the bequest in this manner to cover approximately three years of book purchases. The Schullinger gift will therefore remain in the short-term fund.

Clare has been reviewing the need to update certain areas of the library interior to increase functionality, accommodate private space use requests and other needs that have developed over time. Ideas include increasing the number of private areas for individual or small group use and repurposing the carrels (individual study desks) on the second floor, possibly eliminating ten of the carrels and creating seating areas or pods. The carrels have been in place for approximately 25 years. The Young Adult area is in the process of being updated. New furniture and a wall mural has been provided by The Friends. An overall interior review will include planning, design, and costs. Clare discussed possible funding options including Friends of NWPL and re-sale of old fixtures and furniture impacted by the project.

Joe led a discussion with Clare about a recent posting on the Woodstock Listserve by Peter Rousmaniere of Bookstock. Joe noted that the content of the posting by Peter misrepresented the role of NWPL with Bookstock and implied that NWPL benefits financially from the event and that Bookstock is a joint undertaking with NWPL. Joe has subsequently communicated to Peter via email, pointing out disagreement with several of Peter's comments and a meeting will be scheduled

to discuss the matter further, with the intention of clarifying the relationship with Bookstock and NWPL. All agreed that there is confusion among the public and that clear messaging is important to avoid potential complications with NWPL fundraising efforts. Elizabeth asked if we had approached the Bookstock board and Clare said that we had spoken with Bookstock board member Ann Quasman this past week who has expressed an interest in assisting with clarification. It was agreed that Joe and Clare will request a meeting with the Bookstock Board to clarify the relationship as it was agreed that the library wants to continue to support Bookstock going forward.

### **Treasurer's Report-Dave Green**

Dave discussed the Treasurer's Report. NWPL has received \$48,048 from the Chris Lloyd estate and those funds will be deposited in the endowment account. Income and expenses for the two months ended August 31 are in-line with the budget. The second quarter meeting between Morgan Stanley and the Investment Committee resulted in no changes to the investment strategy. As of the end of August, investments have followed stock market performance. Another \$80K has been received from the Marder estate and transferred to the short-term fund. This will allow funds to be available for upcoming expenses related to the exterior building repairs, if needed. The annual preparation of the library's financial statements and tax return by the outside accounting firm will cost \$9,100.

Rachel asked whether the budget for grants should be reviewed and possibly reduced. Both Dave and Clare indicated that historically grant funding is difficult to predict and that the budget typically reflects historical averages. Rachel asked whether NWPL grants can be publicized more to promote more giving and it was agreed that there will be a review of the language surrounding grants and fundraising to possibly generate more awareness.

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

**Approved unanimously.**

### **Committee Reports**

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

**Other Business:**

This is Karen's last meeting and Joe thanked Karen for her assistance as Secretary and help with Mac and the Foyer book effort. All members of the board are invited to attend a gathering at the Village Inn following the meeting. Karen mentioned that any assistance with the upcoming Wassail Vintage Book Sale, December 8<sup>th</sup> & 9<sup>th</sup> would be greatly appreciated.

Rachel will send out a notice for Halloween assistance. Adrian is designing a haunted house inside the library for young children, with the assistance of older kids.

**Next Meeting:**

The next meeting will be on Monday, October 23<sup>rd</sup>.

**Joe called for a motion to adjourn. The motion was moved by Dave and seconded by Elisa.**

**Approved unanimously.**

**Thereafter the meeting was adjourned at 6:31PM.**

Draft respectfully submitted.

Tom List

October 2, 2023