

Minutes
Norman Williams Public Library Board

Board Meeting
December 18, 2023, 5:15PM

Attending:

- Joe Boyd, Tom List, Rachael Ringenberg and Donna Bold attended in person.
- Elisa D'Andrea, Dave Green and Bianca Zlatea attended via Zoom.
- Susan Piccoli called in by phone.
- Noah Anderson was 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 November 27th, 2023, Board meeting minutes.

In the absence of any proposed changes, Joe called for a motion to accept the minutes of the November 27th, 2023, Board meeting. The motion was moved by Elisa and seconded by Rachael.

Approved unanimously.

Tom abstained.

Library Director's Report by Clare McFarland

Clare commented that Wassail Weekend was busy, and the Enchanted Wassail Evening event was well received. There were approximately 60 attendees, and the net loss is estimated at \$1,000.

Total revenue for the Wassail Vintage Book Sale was \$3,983, not including additional book sales that may have been booked as “cash sales”. Clare will provide a final tally.

Clare reported that all required signatures for Town funding have been acquired. Clare and Michael attended a meeting with the Town regarding Town funding to provide information and answer questions as to how NWPL utilizes Town funding to support library operations. It is standard practice for the Town to request financial information from the library at this time of year.

Clare discussed an upcoming meeting with Gary and Jane of The Friends of NWPL. Clare shared an email that was sent to The Friends that was intended to clarify the relationship between NWPL and The Friends and to establish a distinction with fundraising efforts. Clare indicated that there have been numerous reports of confusion among donors who have donated directly to The Friends but were under the impression that the donation was specifically for the library. Since September of 2020, The Friends have contributed \$10,324 in product to the library.

It has been decided that the Privacy Pod and associated re-design plans will be placed on hold until a final decision can be made as to design and cost factors.

The Library of Things document has been updated with special thanks to Elisa and Glen. There was discussion as to some elements of the document regarding lending and enforceability of patron liability for non-returned items. Clare indicated that a vote is needed to initiate the document.

Motion to approve The Library of Things document was moved by Joe and seconded by Donna.

Approved unanimously.

Treasurer’s Report-Dave Green

Dave discussed the Treasurer’s Report. The library’s expenses and revenues are on budget and cash flow is good. Investments are doing well. Dave expressed his hope that the Town funding will be provided as expected. To date, the Fall Appeal

is ahead of budget. Detailed financial reports are available to anyone who would like to see it.

Motion to approve Treasurer's report was moved by Donna and seconded by Bianca.

Approved unanimously.

Other Business:

Committee Reports

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

Next Meeting:

The next meeting will be on Monday, January 22nd, 2024

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

Approved unanimously.

Thereafter the meeting was adjourned at 6:10PM.

Respectfully submitted.

Tom List

January 29th 2024