

Minutes
Norman Williams Public Library Board
Board Meeting
October 28, 2024, 5:00PM

Attending:

- Joe Boyd, Tom List, Jack McGuire, Susan Piccoli, Emma Schmell, Donna Bold attended in person.
- Mary Margaret Sloan, Liz Wellington, Bianca Zlatea attended via Zoom.
- Priscilla Paton and Elisa D'Andrea were absent.
- Clare McFarland was present by invitation.
- Submitted by Susan Piccoli, Acting Secretary.

Call to order at 5:02 PM.

Opening Remarks & Announcements (Tom List, Chair):

Tom asked if there were any changes to the agenda. There were none suggested. There were no questions regarding minutes from the last meeting.

Tom called for a motion to accept the minutes of the September board meeting. The motion was moved by Jack McGuire and seconded by Donna Bold. The minutes from the September board meeting were approved unanimously.

Library Director's Report by Clare McFarland

October was very busy with 9,400 people passing through the doors during the first sixteen days of the month. NWPL continues to host its regular programs and new programs, including the QuiRky Clues Village Treasure Hunt. The response has been pretty good. One hundred and fifty people came to the Haunted House, which is an increase in attendance from last year. Adrian Tans, Children's Librarian, did a wonderful job on the decorations. Clare took photos and submitted them to *The Vermont Standard*.

Unfortunately, NWPL did not receive the Capital Projects Grant this round, but will apply again in early 2025.

Michael Ricci is working on the annual appeal letter. Board members were asked to write a personal note on the letters by November 9, 2024.

Currently, NWPL is planning for Wassail weekend and Wassail Evening will be on the Thursday evening at the beginning of Wassail weekend. Tickets are \$50 and on sale. The Vintage Book Sale will be that evening and board member volunteers are needed.

The repointing project is finally finished. Michael Ricci is looking for someone to repair the damage done to the walls during the project.

The first meeting of the art initiative went well. Clare is looking into grants for archival cases for the Room of Requirement to display documents and artifacts. Jack McGuire spoke with Tim Smith, the owner of a fine arts business in VA, about a painting of the founder of NWPL. The painting was on loan to NWPL, it was purchased and the purchaser will donate it to NWPL. Clare will forward the deed of gift.

Treasurer's Report by Joe Boyd

Joe explained that the percentage column numbers in his report have been corrected and the date for the bank balances needs to be corrected, the balances however, are correct. He will send out an updated Treasurer's Report to the board. Currently, there are no danger signs. When assessing the report, Joe explained that in his opinion, looking at one month doesn't matter. Joe pointed out that Jane Blanchard (the bookkeeper) is here once a week and she pays things on that day. A large bill paid in one month instead of another can have a significant impact on one month's numbers. Joe reassured the group that the library is in very good financial condition. Joe went over some recent large expenditures like the oil delivery last week and that Gnazzo's bill for the repointing was slightly over his estimate. Joe wrapped up by informing the board that we just completed the first quarter of our fiscal year.

Motion to approve Treasurer's report was moved by Jack McGuire and it was seconded by Emma Schmell.

The Treasurer's Report was approved unanimously.

Other Business:

Clare discussed Halloween and appealed to Board members to volunteer to hand out candy. She went over the set up including that lights would be on and there would be a card table with black table cloths to set up. Emma Schmell, Joe Boyd and Dona Bold volunteered to work from 5:00-7:00 pm. Clare is considering asking the Friends to sponsor the event to pay for the 50-60 extra staff hours required for next year.

Clare and Tom met with Wendy Spector from the Woodstock Community Trust a 5013C the Village Conservancy is part of that is trying to create more green space for village beautification including tree uniformity and a band stand. Wendy Spector is looking for NWPL support. Joe DiNatalie and Jack Rossi are team members. Wendy Spector is talking to all businesses around the green. Clare and Tom told her they would bring the initiative to the Board.

Tom List appealed to Board members regarding two open positions that need to be filled. He explained that the Board is looking for a permanent Secretary which is a part of the Executive Committee. The Secretary helps the Board with record keeping and the Secretary's knowledge can help with specific procedural things. Tom is planning to have the Treasurer replaced by March in time for the next Town Meeting. Board members and those interested in becoming Board members are eligible. Ideally this position will be filled by someone with an accounting background. Joe and Tom are working to recruit people with accounting and/or banking experience. The Treasurer puts in a couple of hours a week in addition to the Board meeting with a bigger time commitment during budget time. Mary Margaret Sloan suggested having a consultant to help and that would cut down on the Treasurer's time commitment. The Treasurer delivers the financial message to the Board.

No Other Business.**Next Meeting:**

We will meet again on November 25, 2024.

Tom called for a motion to adjourn. The motion was moved by Jack McGuire and seconded by Emma Schmell. The motion was approved unanimously. Thereafter, the meeting was adjourned at 6:02 PM.

Respectfully submitted,
Susan Piccoli, Acting Secretary
October 28, 2024