

**Minutes**  
**Norman Williams Public Library Board**  
**Board Meeting**  
**November 25, 2024, 5:00PM**

**Attending:**

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

**Call to order at 5:01 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 October board meeting. The motion was moved by Priscilla Paton and seconded by Mary Margaret Sloan.**

**The minutes from the October board meeting were approved unanimously.**

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

Nine thousand four hundred people came through the doors in October! They were mostly tourists. They were very appreciative and they bought books. The constant stream of people does take a toll on the people working at the front desk. The whole machine has to work seamlessly for the whole month of October. This was a record breaking year.

The Fall appeal letter is out. The piano was tuned this past Friday. And, the Friends are having the annual tea on Saturday, December 7 from 1:00-3:00pm. The Friends and Norman Williams Public Library are two separate organizations.

Staff has decided to close the library on Tuesday evenings in January through March due to very low attendance during the hours from 6:00-8:00pm. These will be the shortened winter hours.

Wassail Thursday is December 12 and board members and their guests are invited. NWPL needs help with the book sale on Thursday night from 6:00-8:00pm, Friday from 10:00-4:00pm and Saturday from 10:00-4:00pm.

NWPL now owns the painting of Norman Williams as a baby and now has the deed of gift.

NWPL submitted the final presentation for Sustainable Library Certification. NWPL has been working on it with Ron Miller since 2020. NWPL is the first public library to submit for Sustainable Certification. It will take about a month to hear back. Molly Maxham, student volunteer, will make a presentation.

Michael Ricci's hours will be reduced due to his return to his role as side judge. He does development, building stuff and he does a lot of ordering. NWPL thought they were losing Sarah, but she will be filling in for Danelle through the spring. Adrian, Children's Librarian, has picked up a lot of Michael's hours. Liza has picked up more hours too. Eventually, NWPL will need to hire someone else.

### **Treasurer's Report by Joe Boyd**

We are currently a third of the way through the annual year. As usual, salaries are by far the largest expense so far. We are fully paid for the building repointing now. Books and expenses look very low. (Clare explained how books are purchased and the lag-time in receiving them. She explained that sometimes they pay for books before they arrive. Tom mentioned the grant for book purchases. Clare explained that Adrian purchases books every month.) We have not received the parking lot fee yet. NWPL owns the parking lot and the town rents it for \$11,000.00 a year. The contract is up for renegotiation in 2026. Joe contacted Kurt Lessard (who has bookkeeping experience) to see if he would come on the board as treasurer. Joe and Kurt will meet after Thanksgiving. Liz Wellington has a suggestion for treasurer and will ask that individual if they are interested. We are on track financially.

**Motion to approve Treasurer's report was moved by Jack McGuire and it was seconded by Elisa D'Andrea.**

**The Treasurer's Report was approved unanimously.**

**Other Business: Priscilla Painton shared information about Bookstock that is scheduled for May 16-18, 2024. The Board will not meet in December. As a result, the Executive Committee has the authority to meet in December to discuss board matters and business.**

**Next Meeting:**

We will meet again on January 27, 2025.

**Tom called for a motion to adjourn. The motion was moved by Jack McGuire and seconded by Joe Boyd. The motion was approved unanimously. Thereafter, the meeting was adjourned at 5:40 PM.**

Respectfully submitted,  
Susan Piccoli, Acting Secretary  
November 25, 2024