

**Minutes  
Norman Williams Public Library Board**

**Board Meeting  
November 27 2023 5:15PM**

**Attending:**

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

**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 October 23rd, 2023 Board meeting minutes.

**In the absence of any proposed changes, Joe called for a motion to accept the minutes of the October 23rd, 2023, Board meeting. The motion was moved by Dave and seconded by Elisa.**

**Approved unanimously.**

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

Clare updated us about the state of the Wassail party planning. 20+ tickets have been sold.

The annual Woodstock Town funding of \$51,250 requires 160 signatures or more, depending on the year. So far the library has 65 signatures which is two and half sheets. 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 members brainstormed how and where to gather more signatures.**

As a recap to the Halloween event: over 100 people came to this wonderful event.

A waiver for the Library of Things is being drafted. Elisa offered to have her husband take a look at the draft for initial suggestions. Bianca suggested we could ask on the survey what patrons would enjoy having in the library.

Clare is in the process of researching a possible gun policy. This idea came at the request of the staff.

Clare discussed the Wassail Vintage Book Sale which will be held on Friday & Saturday, December 8<sup>th</sup> & 9<sup>th</sup>, 10AM-4PM. Mac will not be working it, and volunteers are needed from the board to help with the sale.

Clare reviewed her plans to provide a privacy pod.

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

Dave discussed the Treasurer's Report. Basically we are on budget. The endowment has dropped a bit over the last two months.

Morgan Stanley made a mistake in not moving funds into the endowment in a timely manner. Dave and Joe remarked they were quick to acknowledge their mistake and made it right.

No funds have yet been transferred out of the endowment this year.

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

**Approved unanimously.**

**Other Business:**

Dave brought up that the investment committee meets quarterly with Morgan Stanley and reviews suggestions. There were no changes after the recent meeting.

### **Committee Reports**

Dave brought up that the investment committee meets quarterly with Morgan Stanley and reviews suggestions. There were no changes after the recent meeting.

Clare mentioned we may like to recruit more trustees. We currently have 9 people, and can have as many as 12.

### **Next Meeting:**

The next meeting will be on Monday, December 18th.

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

**Approved unanimously.**

**Thereafter the meeting was adjourned at 6:01PM.**

Respectfully submitted,  
Rachael Ringenberg  
November 27, 2023