

Minutes
Norman Williams Public Library Board
Board Meeting
October 27, 2025 5:00 p.m.

Attending:

- Tom List, Elisa D’Andrea, Denny Wetherald, Liz Wellington, Mary Margaret Sloan, Bianca Zlatea , Donna Bold, Jack McGuire and Emma Schmill attended in person.
- Priscilla Painton attended via Zoom.
- Clare McFarland was present by invitation.
- Submitted by Emma Schmill, Secretary.

Call to order at 5:01 p.m.

Opening Remarks & Announcements (Tom List, Chair)

Tom asked if there were any questions or changes to the agenda. There were none. Tom asked if there were any questions or changes to the minutes from the September board meeting. There were none.

Tom called for a motion to approve the minutes of the September board meeting. The motion was moved by Mary Margaret and seconded by Jack. The September minutes passed with all in favor. Tom List abstained.

Library Director’s Report by Clare McFarland

Clare reported this was the third year of Sbooky Halloween with 325 attending this year. While the event was a huge success, Clare was concerned about sustainability if it continues to grow at the current rate. Clare and the staff will meet to debrief and discuss what might be done next year. Adrian does installations, Emily along with former librarian, Nikki, organized the party downstairs. Clare said the staff works well together, but it is a lot of work. Elisa asked if volunteers might help support the staff and take some of the burden off. Clare talked about managing occupancy on the lower level and moving people through. Mary Margaret asked if there might be an exception to the Fire Department rules for a specific event? We all agreed that it is a great community and family event that should continue.

Clare reminded board members to collect signatures for Woodstock and Bridgewater sheets and turn them into her. Clare gave a deadline of December 20. Tom asked for full participation from the board. If we divide the task and everyone participates, the process is much easier and less work. We need 160 signatures for Woodstock and 50 for Bridgewater.

Snow guards were installed on the front roof. Denny asked for an update on the door. Clare reported we are waiting for Colby & Tobiason to get back to us with a proposed solution. The project is much more problematic than anticipated. As of October 24, 10,461 people had come through the door in the month, probably more as anyone under 4 feet isn’t counted. Tom asked for an update on the courthouse and their generator. Clare said they are writing a report that she hasn’t received yet.

The Wassail evening is coming up and tickets can be purchased on the website, \$75.00/person. Clare asked for volunteers to hand out candy on Halloween at the library, 5-7 p.m.

There were no more questions for Clare.

Treasurer's Report by Denny Wetherald

Denny reported that the Morgan Stanley issue has been sorted out and we now have online access. We have moved funds accordingly. The “Maintenance” line item reads over budget as the roof snow guard bill was posted here. This was not an anticipated expense at the beginning of the year so not in the

budget. Utilities remain low due to some bills not received. Endowment is doing fine, up ~10% for the year. This does not include funds transferred after the Morgan Stanley access was resolved.

Tom asked if there were any questions for Denny. Tom called for a motion to approve the Treasurer's report as presented. The motion was so moved by Elisa and seconded by Jack. The Treasurer's Report was approved unanimously.

Other Business Tom List - proposed board candidates

Tom named the 3 candidates that the Executive Committee proposed to the board for consideration. Each board member gave a brief summary of their proposed candidate.

- Juan Carlos Gonzalez introduced by Emma
- Emily Lev introduced by Clare
- Marisa Traniello introduced by Denny

Tom reported that the Executive Committee talked with each candidate about our fundraising approach and how that relates to who is using the library and the different ways the library serves the community. All candidates are passionate about the library and indicated a strong interest and some connection to the role.

Jack asked if there was space for 3 new board members. Tom confirmed that we can have twelve (12) members and with Liz leaving the board we have nine (9) so we have space for three (3) new members. Tom said the vote will be on the agenda for the November meeting.

On behalf of the board, Tom thanked Liz for her time as a member and everyone wished her well. Mary Margaret offered a special thanks to Liz for her work creating our messaging and the impact she has had in that role.

Mary Margaret thanked everyone for sending out emails for the Fall appeal which has made an impact. There has been great feedback with so many committed to donating. We have received many donations by Venmo, PayPal and checks.

Liz reminded the board about the emails collected from the 90 survey letters sent which can be a great resource for the library.

Tom called for a motion to adjourn and so moved by Denny. The motion was seconded by Jack and approved unanimously.

Next Meeting:

We will meet again on **Monday, November 24, 2025 at 5:00 p.m.**

The meeting was adjourned at 5:41 p.m.

Respectfully submitted,
Emma Schmill, Secretary
November 20, 2025