

Minutes
Norman Williams Public Library Board
Board Meeting
November 24, 2025 5:00 p.m.

Attending:

- Elisa D’Andrea, Denny Wetherald, Donna Bold and Emma Schmill attended in person.
- Jack McGuire attended via Zoom.
- Tom List, Mary Margaret Sloan, Bianca Zlatea and Priscilla Painton were absent.
- Clare McFarland, Marisa Traniello, Juan Carlos Gonzalez and Emily Lev were present by invitation.
- Submitted by Emma Schmill, Secretary.

Call to order at 5:00 p.m.

Opening Remarks & Announcements Elisa D’Andrea, Vice President

Elisa asked if there were any changes or additions to the agenda. There were none. Elisa asked if there were any changes to the minutes from the August board meeting. There were none.

Elisa called for a motion to approve the minutes of the October board meeting. Given the absence of a quorum at the start of the meeting, the motion and vote to approve the minutes was tabled until later in the meeting when there would be a quorum.

Library Director’s Report by Clare McFarland

Clare reported that the new parking lot contract has been sent to the Town Manager, Eric Duffy. After many years, the annual lease rate has increased from \$11,000 to \$18,000, with all other terms remaining the same. Clare will meet with Eric.

We have all the signatures required for Woodstock, but still need ~20 signatures for Bridgewater. Both special articles are vitally important to the library. Clare asked that all signature sheets be turned in by December 20, 2025.

Clare reported that we are still waiting for a proposal from Colby and Tobiason regarding the front entry system. The current front door is impossible to retro fit and remains difficult to open and close. The library has received a donation earmarked for the front door project.

The transition from Baker & Taylor to Ingram is ongoing smoothly.

The annual Enchanted Wassail Evening will take place on December 11. Ticket sales are going well with 30 tickets sold to date. Tickets are \$75.00 per person and we hope to sell 75 tickets. Please spread the word and encourage friends to attend. Clare asked for volunteers to work the Rare and Vintage Book Sale during our event Thursday and on Friday and Saturday of Wassail weekend. The book sale happens twice a year and is very popular and successful. Clare will send a link for the sign-up sheets and encouraged everyone to help.

The food collection has been a huge success. Clare has brought multiple bags to the food shelf each week.

Tom joined the meeting by phone which gave us a quorum. We agreed to pause Clare’s report to move to vote on the new board candidates and asked them to leave the room. Elisa called for a motion to approve the three new board members, Marisa, Juan Carlos and Emily. The motion was moved by Denny and seconded by Donna. The vote passed unanimously. We welcomed Marisa, Juan Carlos and Emily back to the meeting. Tom left the meeting. Jack joined the meeting via Zoom. Elisa asked for a motion to approve the minutes of the October meeting. The motion was moved by Denny and seconded by Jack.

We returned to the Director's Report which Clare said she had finished. Marisa asked if the Spooky Halloween event made any money. Clare explained the event was never designed to be a fundraiser, but rather a community event to raise library awareness. There was a donation box and there will be one out during Wassail weekend as well. There were no more questions for Clare.

Treasurer's Report by Denny Wetherald

Denny reported the library is healthy with a good cash flow. Denny reviewed the spreadsheet for the new board members, discussing expenses, income, legacy bequests, memorial gifts, reserve funds and special purpose funds. Several questions were posed by board members and discussed.

- Is the town fully aware of the costs to maintain and run the library? Denny meets with Laura Powell, select board member, every 6 months or so and Eric Duffy regularly to keep communications open.
- Do we have a Capital Needs assessment? An informal one was done about 3-4 years ago. Denny would like to have a formal Capital Reserve study done. Emily affirmed that it is easier to seek funding from available sources if you have a capital assessment and that Breadloaf specializes in historic buildings.
- Is there a mapping of fundraising currently happening and what we are bringing in from all streams against the goals? This has not been done yet. We are trying many different types of events to see what resonates in the community. All the information is being gathered in one place to learn what is working and what isn't. Ideas and input are welcome.
- Has the library received any other funding such as the Mellon Foundation? We receive some funding from the Rockefeller Foundation, but nothing else.

Denny reminded the board that operational fundraising remains a necessary requirement each year for the library especially if we miss a special article or fundraising goals. We have been successful in meeting those goals over time, but fundraising is changing. We are refocusing on younger generations, different ways of fundraising and how to interest a different age demographic. Clare wants to get people from the town and the select board to come to the library. We could send invitations or invite by email to each select board member for specific events.

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

There was no other business.

Elisa called for a motion to adjourn and so moved by Denny Wetherald. The motion was seconded by Emily Lev and approved unanimously.

Next Meeting:

There will be no meeting in December. We will meet again on **Monday, January 26, 2026 at 5:00 p.m. This will be our Annual Meeting.**

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Emma Schmill, Secretary
January 23, 2026