

**Minutes  
Norman Williams Public Library Board  
Annual Board Meeting  
February 23, 2026 5:00 p.m.**

**Attending:**

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

**Call to order at 5:01 p.m.**

**Opening Remarks & Announcements Tom List, Chair**

Tom asked if there were any changes to the agenda. Marisa asked if a discussion about the school vote could be added as other business. Tom asked if there were questions or changes regarding the minutes from the January board meeting. There were none.

**Tom called for a motion to approve the minutes of the January board meeting. Elisa moved the motion and Priscilla seconded the motion. All were in favor and none opposed.**

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

- The Community survey is available on the website as well as a physical form at the circulation desk through the end of March. Clare will send the survey to all board members and she encouraged everyone to participate. The survey is important for developing the 2027-2030 Strategic Plan. There was a discussion about how the library develops the strategic plan. There is no set process. The Community survey, past Strategic Plans, conversations with library patrons have all been useful tools. The staff and Clare write the survey together. The last Community survey yielded 69 completed surveys; after two weeks, we have received 42 completed surveys. Marisa will send the survey to the young parent group.
- We have a new accessibility widget on our website and have received a lot of positive feedback.
- We are still waiting for a quote for the front door project from Colby and Tobiason. We have a grant due at the end of March which must have the quote in order to submit the grant. They know our deadline.
- The Windsor County Courthouse will rent 12 parking spaces from the library with six spaces designated for patron use parking during library hours. The handicapped space and the six spaces for staff remain unchanged. Clare is working with the Courthouse to finalize the details and draw up a contract. Our insurance agent confirmed that no additional coverage is needed for either the parking lot or the generator as long as the County names the library as an additional insured on their policy for both agreements. The County will be responsible for plowing and salting/sanding the lot. We will be responsible for any maintenance. There was a discussion about the existing parking meters as a possible source of revenue. Clare reiterated her strong desire to keep the six spaces designated free parking for patrons because of the goodwill generated. Parking has been frequently mentioned in both conversation and past surveys. Everyone agreed that speaking with Eric Duffy about the parking meters would be helpful.
- Town meeting is February 28. Clare, Denny and Elisa will attend. Denny will speak on behalf of the library.
- Clare reminded the board about the vote on the Courthouse generator. The following information was reviewed.
  - \*The tank will be located along the brick wall on left side of the parking lot as you enter.
  - \*The generator is 35 square feet.
  - \*The generator and propane tank are one unit enclosed in a steel case surrounded by a fence.

\*We will be a named insured party on the County's insurance policy.  
There were no other questions or discussion.

**Tom asked for a motion to approve the generator installation for the Courthouse to be placed between the Courthouse and our parking lot. Denny made the motion and Emily seconded the motion. All were in favor with none opposed. The motion passed unanimously.**

#### **Treasurer's Report by Denny Wetherald**

Denny reviewed the current month's financials. Our financial picture remains positive with little change. We continue to run very close to projected budget. We remain ahead of the Fall appeal projection. There was a discussion about the upcoming Spring fundraiser; new ideas, suggestions and expectations for ticket sales. Clare and Liza are in the early planning stages. For now, all fundraising income is listed under the line item "Events" in the budget.

**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 Mary Margaret and seconded by Emily. The Treasurer's Report was approved unanimously.**

#### **Other Business:**

Tom updated the board on his follow up conversation with Gary Horsman regarding The Friends of The Library. Tom addressed the two questions Gary asked the board to consider at the January meeting.

- **The Friends are in need of help running their events. Can NWPL provide volunteers?**

The library does not have additional staff for volunteers to help run The Friends of the Library's events. The Friends of the Library should not count on the library as part of their formula for future events.

- **The Friends membership has experienced a substantial decline in membership over the past several years and is considering discontinuing The Friends as an organization. Does NWPL have an opinion on what The Friends should do?**

The library and The Friends of the Library are two separate organizations and as such, the library does not have an opinion regarding The Friends of the Library. We are not a municipal library. We are an incorporated library with necessary and very organized fundraising in place. We respect and appreciate The Friends of the Library.

Marisa began a discussion about the future of the Woodstock Union High School and Middle School and the upcoming vote as it relates to the library as a hub of sharing information; the connectivity of the library to the school, the potential economic impact on the library without a school, the importance of providing a vibrant and thriving community for the families and children who are the future. Everyone agreed this should be a discussion to revisit at a later date. Marisa will get printed materials about the school bond vote to Clare to have at the circulation desk.

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

#### **Next Meeting:**

The next meeting will be **Tuesday March 31, 2026 at 5:00 p.m.**

**The meeting was adjourned at 6:02 p.m.**

Respectfully submitted,  
Emma Schmill, Secretary  
March 27, 2026