Minutes
Norman Williams Public Library Board
Annual Board Meeting
June 22, 2026 5:00 p.m.

Attending:

- Tom List, Denny Wetherald, Emma Schmell, Emily Lev and Juan Carlos Gonzalez attended in person.
- Priscilla Painton, Bianca Zlatea and Robert Sollinger attended via Zoom.
- Jack MacGuire and Marisa Traniello were absent.
- Clare McFarland was present by invitation.
- Submitted by Emma Schmell, Secretary.

Call to order at 5:00 p.m.

Opening Remarks & Announcements Tom List, Chair
Tom asked if there were any changes to the agenda or minutes of the May meeting. There were none.

Tom called for a motion to approve the minutes of the May meeting. The motion was so moved by Emily and seconded by Denny. All were in favor with none opposed.

Library Director's Report by Clare McFarland
Clare reported the grant from The Pomeroy Foundation for the historic plaque was denied. The grant is building specific. While the library is a historic site, the building has not officially been declared a historic landmark. Clare will look into this process further.
Carpets partially cleaned partially due to power outage. Work will be finished July 7.
Clare reported ongoing meetings with Michael and Robert for privacy pod and the front door project discussion. Privacy pod has been decided upon and will be ordered. Clare is scheduling a meeting for the three with Eric from Colby and Tobiason, drawing up plans and moving the project forward at last.
Clare reported everyone is gearing up for summer: summer reading program, potatoes are growing well and end of summer party celebration, theme "All Things French Fries."
Tom asked if there were any further questions for Clare. There were none.

Treasurer's Report by Denny Wetherald
Denny reported that the library is in good shape.

- Within 1% of budgeted expenses for the year- Denny extended a thanks to Clare and her staff for their diligent work throughout the year.
- A small surplus is expected at the end of the year after the funds dedicated to the door project are removed
- Reserves are up slightly.

Tom asked if there were any questions for Denny. There were none. Tom called for a motion to accept the Treasurer's Report as presented. The motion was so moved by Priscilla and seconded by Emily. The Treasurer's Report was approved unanimously.

Other Business: Annual Budget Review & Vote, Strategic Plan Vote

Strategic Plan by Clare McFarland
Clare created the new Strategic Plan 2027-2030 using the outline from the previous Strategic Plan, updating our needs for the next 3 years. Clare summarized the highlights.

- Building improvement
- Increase interior office space (Community Survey showed strong response for more meeting space)

- Creating better teen space, individual space downstairs, ongoing improvement for the children's space (another strong response in the Community Survey).
- Community outreach growing- weekly book deliveries increasing to homes, senior centers and similar places, daycare centers as well as welcoming daycares into the library to pick up books and plans for stories during The Market in The Green.

Clare asked if there were any questions with the following among what was discussed.

- How does the strategic plan stay connected to daily operations?
- What do the survey wishes show about what the community identifies as needs and how the community and the library are changing?
- Regular diversity audits are conducted to maintain a general awareness and help meet the ongoing needs of everyone's book requests. The library strives to have a diverse collection.
- How does the library staff maintain the collection, what books to bring in, what to replace?
- Are there any state recommendations for a library collection?
- What has the success of the previous Strategic Plan been?

Tom asked if there were any questions for Clare. There were none. Tom asked for a motion to approve the Strategic Plan as presented. The motion was so moved by Denny and seconded by Juan Carlos. With no further discussion, the Strategic Plan was approved unanimously.

Annual Budget Review and Vote by Denny Wetherald

Denny reviewed historical trends before presenting the proposed budget.

- Income is flat (Annual Appeal, book sales, fundraising) across 5 years, absent the endowment.
- Administrative expenses in line with cost of inflation across 5 years.
- Books and Programming remain a small percentage of our budget.
- Building maintenance expense is flat.
- Growth of expense found in staffing and utility costs, primarily electric.

Denny presented the proposed budget for 2026-27. The board reviewed the budget which is sound. Costs are remaining about the same, with no additional fundraising required for the proposed budget. Denny emphasized the importance of working on a sustainable solution for future operations while preserving our savings. After a discussion period and in the absence of any further questions, the budget was put to a vote.

Tom called for a motion to approve the budget for 2026-27 as presented. The motion was so moved by Emily and seconded by Priscilla. The budget was passed unanimously with Jack voting in absentia.

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

Next Meeting
The next meeting will be Monday, August 24, 2026 at 5:00 p.m.
There will be no meeting in July.

The meeting was adjourned at 5:53 p.m.
Respectfully submitted,
Emma Schmell, Secretary
August 23, 2026