

Wilmington E.M. Cooper Memorial Public Library  
Minutes of the Board of Trustees  
Thursday, January 26<sup>th</sup>, 2023  
Submitted by: Kate Casler, VP & Secretary

Call to Order: The meeting was called to order at 5:02 PM

Present: Wendy Grossmann, Sam Baer, Kate Sears, Karen d'Avignon, Leslie Kopec, and Kate Casler  
Guest Liaison: Tina Preston  
ABSENT: Emily McConvey  
Other attendees: Susan Hockert

- Kate Sears made a motion to accept the minutes from the January 4<sup>th</sup> meeting. Leslie seconded the motion. The minutes were approved with all in favor.

Director's Report: The report is on file at the library.

- Sam shared details on the two grants (Stewarts Holiday Match and TD Bank Community Sponsorship) as well as the other grant opportunities Sam has researched. Sam will make a calendar of potential grant application cycles so we can target these funding sources better.
- Winter craft schedule is complete and March is when we hope the children can return to the library for programming.
- TRUSTEE TRAINING REQUIREMENTS reviewed.
- All agreed we will leave the old window shades off and Sam will look into privacy/screening film for appropriate windows.
- NEW COMPUTER PURCHASE APPROVED – reviewed Sam's options for a new laptop for circulation. Kate Sears made a motion to approve the purchase of a new HP 15.6' laptop for \$529. Kate Casler seconded the motion. The minutes were approved with all in favor.
- Interior project is essentially done except for the final clean-up. Sam indicated HATM will be back to do these final details but hasn't said when. Sam to contact them with our timeline for reopening (March 1) and expedite/schedule final work so she can start the final cleaning and re-placement of circulation to stacks.
- ENTRY AREA RUG / CARPET – all agree it should be replaced. Sam will ask HATM about the removal of the old "astroturf" and will check with Young Lyon about remnants or "Ruggable" type options.

Treasurer's Report: Report is on file at the library.

- Wendy shared that Emily has resigned as treasurer but will stay on as a trustee. Leslie has very graciously agreed to pick up this responsibility once again until the end of her term (March 2024) so it is critical for the board to address the imminent vacancy.
- Wendy reviewed the meeting with Wendy Holzer who agreed to cancel our contract and she said she will DONATE her time worked since we are non-profit. Kate C to send a thank you note.
- Leslie reviewed a few areas we were over budget (BOOKS for the first time in a long time!) and the stonework project (due to Derrick LaFountain's invoice being much higher than estimated). Also, the CEF donation we make annually was omitted from the budget in error.
- The three volunteer appreciation gift cards have been purchased and Sam will give them to Kate C to send with thank you notes!
- Kate Casler made a motion to accept the December report. Karen seconded, and it was approved with all in favor.

Correspondence: Kate C to draft the LPCSD funding request letter and thank you to Wendy Holzer.

No Public Comments:

## No Executive Session:

### Old Business:

- **Gun appraisal** – Contract with HATM included gun storage so they are handling that payment. We need to arrange for pick up and return to library once appraisal is done and gun storage case is ready.
- **Bank loan application** has been cancelled since we received the grant funds!
- **Board of Trustees membership** – Sam mentioned a neighbor of hers (Edna Mae ?) might be interested but is not a full time resident and had concerns about her attendance. We discussed that the ideal board member we want to attract / recruit would be able to commit to attending most / all regular meetings in person and ideally also be interested and available to attend / support events. If regular meeting / event attendance isn't possible volunteering may be the best solution.
- **Replacement furniture** – Susan Hockert has generously donated a 7' cherry table to the library to replace the old board table (which was taken away by HATM). We still need to source chairs and a chandelier for the area over the board table. Sam, Leslie and Wendy to look into options.
- **Library stairwell** – painted, stair treads are in, all fresh and new!

### New Business:

- **THE GRANT** funds have been received!
- **Treasurer** – see above
- **Contract with Wendy Holzer** – see above
- **Re-Open House/ Public reveal/Reopen process** – “SNEAK PREVIEW” event specifically and exclusively for The Friends set for Saturday February 25<sup>th</sup>. The official re-opening date is planned for Wednesday March 1<sup>st</sup> and we will plan a REOPENING GALA for the public and “officials” for Saturday March 4<sup>th</sup>. Karen shared a list of current Friends members.
- **2023 projects and goals (be prepared to discuss ideas)** – tabled until February 15<sup>th</sup>.
- 2022 project timeline – see below and strategic plan for details
  - **In progress** –
    - build children's programming—ongoing, Provide QUARTERLY UPDATES ON WEB/FB/JCN
    - policy update and review –ongoing
    - Library Lowdown – ongoing
    - Senior programming –
      - There may be interest in a Thursday “field trip” to the library or
      - “moveable library” at to the meeting area for the senior group (Methodist Church)
    - Fundraising – Kate Sears will share her list of fundraiser ideas.
    - Patrons Campaign? – Kate will brainstorm
    -
  - **Q1** –
    - septic issues –SPRING AND FALL SEPTIC SERVICE will be scheduled – ongoing
      - monitor to see if an additional pumping is required – last pumped ?
      - refer most bathroom needs to visitor's center which is accessible
      - children will have access as needed during programming
    - Festival of Colors planning (SKI PASS RAFFLE) – 123 tickets SOLD in total
  - **Q2** –
    - grant award will drive timeline for interior remodel – in process
    - book delivery service planning for summer fall launch - in process
      - Lynne Cheeseman, Sylvia 3??? are interested in supporting book delivery
    - investigate Ironman volunteer options / requirements – CONSENSUS IS NO FOR 2022

- Q3 –
  - Library Youth / after school program – planning for winter 2023 launch (is this timing correct?)
  - Trunk or Treat planning
  - Senior Visit Day planning – timing?
- Q4 –
  - Library operating procedures and policies updated
  - Grant opportunities
- ONGOING –
  - Professional Development
  - Board member training
  - Volunteer training (for vacation / sick coverage and help with children's programming).

● **FUTURE – roof project, reading porch, adult programming (fall '23?), town-wide letter (Friends), other fundraisers, Summer Concert fundraiser (2023), website redesign**

Meeting adjourned at 6:15PM. Next meeting will be on Wednesday, February 15, 5:00 PM – LOCATION TBD but hopefully back at the NEW LIBRARY!

- ~~January 26 (1/25 is conflict for meeting space)~~
- February 15
- March 15
- April 19
- May 17
- June 21
- July 19
- August 16
- September 20
- October 18
- November 15
- December 20