

Wilmington E.M. Cooper Memorial Public Library
Minutes of the Board of Trustees
Wednesday, January 3, 2024
Submitted by: Kate Casler, VP & Secretary

Call to Order: The meeting was called to order at 5:01 PM

Present: Wendy Grossmann, Kate Sears, Betsy Smith, Kate Casler, Leslie Kopec, Sam Baer and Karen d'Avignon
Guest Liaison:

ABSENT: Susan Hockert

Public Guests: Laurel Du'Bois Riehs

- Wendy asked if there were any questions or revisions to the minutes from the November meeting. Kate Sears made a motion to accept the minutes from the meeting. Betsy seconded the motion and the minutes were approved with all in favor.

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

- STEM kits have arrived. Wendy will reach out to Rick Lawrence supporting / starting a STEM series
- Both the cookie sale and the holiday raffle were enormous successes this year
- Knitting classes to start 01/13
- Sam is working with CEF to see how we can support "Care kits" for unhoused or needy families.

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

Leslie asked for any questions on the reports, there were none. Kate C made a motion to accept the November treasurer's report. Karen seconded the motion and the report was approved with all in favor.

Correspondence: Personal thank yous for holiday raffle donations

Public Comments: none

Executive Session: end of meeting

Old Business:

- **Board member recruitment (Laurel Du'Bois Riehs)** – Laurel shared information on her background and her interest in becoming a board member. She has not only a personal but also a long-standing family history of supporting the library.
- **Archive Committee – Frame and matting of charter (Kate C)** – portraits are hung!
- **Floor repair (Wendy, Sam)** – completed and looks great
- **Commercial Cleaning Rescheduled to December 19, 2023 (change exterior light?) (Sam)** - completed and looks great
- **Professional Development/Training (Wendy)** – Wendy will contact CEF to request a schedule of upcoming sessions they will be offering.

New Business:

- **Debrief Holiday Raffle/Cookie Sale** – see director's report
- **Meetings will continue to be held on 3rd Wednesday of the month unless otherwise noted**
- **Approve updated Director Job Description (PTO)** – tabled to January 17 meeting
- **2024 Donation Letter** – Wendy is going to share the letter with Nathaniel (last name?) from beach condos who expressed interest in donating / supporting the library to Susan.
- **Result of Executive Session from 11/15/23** – approved \$500 end of year bonus for Sam at last meeting.

- **Projects/Goals Timeline 2023 (adult & youth programs, guest speakers, artist recognition) – next meeting will focus on PTO question and strategic planning.**

ANNOUNCEMENTS/IDEAS/CONCERNS

Meeting adjourned at 5:47

NEXT MEETING: January 17, 2024 at library