

Wilmington E.M. Cooper Memorial Public Library
Minutes of the Board of Trustees
Wednesday, February 15th, 2023
Submitted by: Kate Casler, VP & Secretary

Call to Order: The meeting was called to order at 5:04 PM

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

Guest Liaison: Tina Preston, Tim Follos (late arrival)

ABSENT:

Other attendees: Susan Hockert

At 5:05 Wendy called for a brief executive session prior to the regular meeting to review board changes.

- Leslie made a motion to accept the minutes from the January 26th meeting. Kate Sears seconded the motion which was approved with all in favor.

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

- Sam is still working with HATM to fix final shelving issues (shelves not fitting)
- Sam is seeking an estimate for the final "post construction" cleaning. Board discussed and agreed with Sam's thought that before re-opening to the public everything needs a thorough cleaning.
- Annual report is in progress, should be complete this week.

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

- January is our "big expense, little income" month.
- 2 CDs (approx \$32,800 in value) matured recently and have been rolled into a VERY LOW INTEREST savings account at NBT. Leslie found a high yield savings account paying 3.45% through Capital One which may be an option. She asked board to help research different banking / savings options we might consider when we roll the CDs over, not urgent but should look at this sooner than later.
- Kate Casler made a motion to accept the December report. Karen seconded the motions which was approved with all in favor.

Correspondence: Kate C sent LPCSD funding request letter to Wendy for mailing, she received confirmation our request was received on time. Also, a thank you to Wendy Holzer.

No Public Comments:

No Executive Session: per the executive session held prior to the regular meeting, Wendy shared that Emily has resigned fully, effective 2/9/23. Susan Hockert, who has expressed interest in joining the board was approved and welcomed. She will connect with Dawn to be officially sworn in and update Wendy / Sam on the date (needed for annual report).
WELCOME SUSAN!!!

Old Business:

- **Gun appraisal** – Sam will contact HATM for case update and installation date, Kate C will get guns when ready.
- **New computer (Sam)** – all in, see director's report
- **Replacement furniture (Sam)** –
 - Sam found computer tables and will order. HOLD on back room light.

○ Sadly the table from Susan is TOO BIG for the space in the back room. Looking for other options (table and chairs). Ideal table would be similar to computer tables. Sam will share that link. BOARD PLEASE SHARE FEEDBACK / IDEAS BY THIS WEEKEND.

○ Also still looking at possibility of contacting HATM to create a case above mantle above fireplace for historic books.

- **Timeline on spend for grant** – Sam will check
- **Entry area rug (Sam/Leslie/Wendy)** – wait until spring / May
- **LPCSD funding request (Wendy)** – submitted, on time
- **Additional Trustee recruitment (Wendy)** – We need to have signage everywhere, need direct call to the public and our patrons. Kate & Leslie's terms are up in January and March 2024 respectively. TREASURER POSITION WILL BE VACANT IN MARCH 24 if not filled before then.

New Business:

- **Finishing touches (get meeting table, source chairs, pendant light)** – see above.
- **Placement of historical books/documents** – see above.
- **Director's annual evaluation** – Karen will get hers in. All others submitted.
- **Reopen process and cleaning** – Friends brunch @ 11am – 1pm March 4, Library Opens March 8, OPEN HOUSE with refreshments for public March 11th 10-1 – Kate will send Friends invitations this week and needs input on who we should FORMALLY invite as “honored guests” to the Open House.
 - **Brunch budget and planning (Kate C)** - \$500 budget
 - **Open House budget/ Public reveal/Publicity** - anticipate 15-20 at Friends Brunch and planning on coffee/tea and mimosas plus finger foods. Sam expects 50-100 people for open house which will be lighter fare / snacks. Kate C has two quotes for catered food for friends and Susan H will also seek info from another business (I neglected to make note of the name).
- **Projects & Goals** - to be discussed at next meeting.

Announcements/Ideas/Concerns:

NEXT MEETING: March 15, 2023 at Library

- 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
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 - **Q1** –
 - septic issues —SPRING AND FALL SEPTIC SERVICE will be scheduled – ongoing
 - monitor to see if an additional pumping is required – last pumped January 2023
 - 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