

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

Call to Order: The meeting was called to order at 4:59 PM

Present: Wendy Grossmann, Sam Baer, Susan Hockert, Karen d'Avignon, Leslie Kopec, and Kate Casler  
Kate Sears late arrival  
Guest Liaison:  
ABSENT:

- February minutes were revised to indicate the executive session was called at the start of the regular meeting. Karen made a motion to accept the minutes from the February 15<sup>th</sup> meeting. Leslie seconded the motion which was approved with all in favor.

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

- Lauren McGovern's workshop – Sam will check with other libraries to see how they are handling insurance requirements and fees. Kate C expressed interest in attending if having a board member present would help with the program.
- High school students as volunteer help for crafts and potentially for after-school program.
- Label printer – board approved purchase of new label maker required for printing spine labels.

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

- Leslie reviewed the reports generated to date and detailed expenses for the capital project. There are some accounts that "look confusing" due to the project and funding crossing two fiscal years so Susan suggested and will help create a journal entry to resolve this issue.
- CD options were reviewed and based on the requirements of the original EM Cooper endowment funds we may treat that CD differently than the other two. Susan asked Karen to provide the documentation she says addresses this so we can make the best decision for this account in the long term. For the short/immediate term, Kate C made a motion to roll the three CDs independently into new CDs with NBT at their offered rate of 4.25% for a ten-month period. Susan seconded the motion which was approved with all in favor. Wendy will follow up to set the signature up with Joyce.
- Kate Casler made a motion to accept the February report. Karen seconded the motion which was approved with all in favor.

Correspondence: Kate C sent invitations for the Friends of the Library event (12) and about 50 for "special guests" to the open house. Thank you notes will go out to Roy and Becky Holzer and Becky Bidelsbach for their support of our recent events.

No Public Comments:

Old Business:

- **Congratulations on our successful re-opening!** Resounding consensus is that the renovation project is a huge success and is being well received in the community!
- **Gun appraisal** – Kate will follow up with Woods and Waters to get the gun appraisal.
- **Meeting table and chairs** – Sam will check to confirm what we can and can't use grant funds on and what the timeline is for accounting purposes.

- **Participation at the Whiskey Run Event** – discussed and the consensus is the Whiskey Run is not our ideal market/target audience and we really don't have anything to offer at the event so we will not participate. The potential to participate in advertising was discussed
- **Trustee Handbook Book Club registration** - Sam will resend the upcoming classes and registration links. Kate C shared that Andy Flynn is hosting a Press Release writing workshop on March 27<sup>th</sup> from 6-8 pm via Zoom and she will share details when she gets them.

#### New Business:

- **CD rates** – see above
- **Kindergarten registration LPCS & AVCS** – Sam will get on this.
- **Roof** – we need bids for this project so all should consider what contractors we might approach and ask for their insurance status first (need both liability and comp). Susan, Wendy, and Kate S all had suggestions/ideas / possible contacts they will reach out to.
- **Projects/Goals Timeline 2023 Projects & Goals** - ongoing

#### Announcements/Ideas/Concerns:

Executive Session: per executive session discussion (called at 5:58 pm to discuss the library/director annual review. Regular session resumed at 6:15) Wendy made a motion to increase Sam's hourly wage from \$16.50 to \$18.00 per hour to be effective 4/1/2023. Susan seconded the motion which was approved with all in favor.

The meeting was adjourned at 6:17 pm

#### **NEXT MEETING: April 19, 2023, location TBA**

- 2023 project timeline – see below and strategic plan for details.
  - **In progress** –
    - build children's programming—ongoing, Provide 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? – letter done, campaign on hold
    -
  - Q1 –
    - septic issues –SPRING AND FALL SEPTIC SERVICE will be scheduled – ongoing
      - monitor to see if additional pumping is required – last pumped January 2023
      - refer most bathroom needs to the 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 for the 2022 fundraiser
  - 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**

The meeting adjourned at 6:15 PM. The next meeting will be on Wednesday, February 15, at 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