

Wilmington E.M. Cooper Memorial Public Library
Minutes of the Board of Trustees
Wednesday, April 19th, 2023
Submitted by: Kate Casler, VP & Secretary

Call to Order: The meeting was called to order at 4:57 PM

Present: Wendy Grossmann, Susan Hockert, Kate Sears (early departure), Karen d'Avignon, Leslie Kopec, and Kate Casler

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

ABSENT: Sam Baer

- Susan Hockert made a motion to accept the minutes from the March 15th meeting. Karen seconded the motion, and the minutes were approved with all in favor.

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

- Library Display in fireplace area – Sam has themes that will change monthly to create an attractive and interesting selection of books and other resources.
- Anonymous donation – a very generous \$3,000 donation was received from an anonymous patron.
- Lauren McGovern's workshop – Sam was not present to share updates.
- Time off requests for May & July

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

- Leslie reviewed the report. There is still some reporting confusion due to the renovation project and funding crossing two fiscal years. Leslie and Susan are looking at various ways to make reporting easier to understand. Susan suggested adding a BALANCE SHEET to the monthly reports.
- Kate Casler made a motion to accept the March report. Kate Sears seconded the motion which was approved with all in favor.

Correspondence: none

Public Comments: none

Executive Session: none

Old Business:

- **Gun appraisal** – Kate has spoken with Sam Grimone at Woods and Waters twice and he said he will get the appraisal to us when he can. Kate C will follow up again.
- **CD's and NBT paperwork** – Wendy reported the CDs have been closed and re-opened however Leslie indicated she has not received the required closing papers for the old CDs. Wendy will call Joyce to see if Susan H could pick these up for our files as they are required for reporting. Leslie also mentioned that Emily never activated the NBT debit card that was issued in her name so now that must be returned to the bank and a new card will be requested for the treasurer to facilitate local ATM deposits.
- **Lauren McGovern Grief workshop** – need updated info from Sam.
- **Renovation Grant Amendment** – need update from Sam.

New Business:

- **Roof** – several potential vendors were reviewed and Wendy will follow up with Sam to request estimates from Derrick LaFountain, Tim Stevens (E-town contractor), Howl At The Moon and potentially one other (Todd's Odds and Ends if Kate C can confirm he is fully insured).
- **Reestablish Standing Committees** – various committees reviewed / discussed and we identified FOUR key committees into which specific projects from the strategic plan will be inserted. Each committee has a chair who would oversee and report back on projects. Initial committees and potential projects:
 - **Policies, Procedures and Operations**
 - **Update director's job description** - project team: Susan, Kate C, Sam: by 8/31)
 - **Fundraising**
 - **FYNTR** – project team: Wendy, by??
 - **Outreach, Marketing and Programs**
 - **Clea Stagnitti youth poster workshop** – Wendy will reach out to Clea to see if she can facilitate a meeting with Sam and Kate S to organize a youth poster making workshop which would promote library programs and events, by 6/30
 - **After School Program** – by 6/30
 - **Building and Grounds**
 - **Roof**
 - **Basement Egress**
 - **Spring Cleanup**
- **Projects/Goals Timeline 2023 (adult & youth programs, guest speakers, artist recognition)** – see committees and strategic plan.
- **Other** - Wendy stressed that we must get the furniture out of Kate Sears' basement ASAP. The pieces that remain are the old book cabinet, Stickley table, "birch" table and the Friends of the Library tables. Kate C will reach out to Bob and Karen Peters / Wilmington Historical Society to see if they are interested first, if not Susan will contact Julie Robards to see if she might sell on consignment.
- **Announcements/Ideas/Concerns:** Tim shared that the town has received more funding from the community & tourism enhancement tax and that Lake Placid awards LEAF grants (Local Enhancement and Advancement Fund) to the LP library so we may want to consider application. Emily Kilburn-Politi is a contact and her number is 518.524.8766. Learn more here: <https://www.roostadk.com/leaf>

The meeting was adjourned at 6:29pm

NEXT MEETING: May 17th at the library

- 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 list of fundraiser ideas?
 - Patrons Campaign? – letter “template” done, campaign on hold
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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
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 - Feed Your Need to Read Hungry Trout version.
- Q2 –
 - grant award will drive timeline for interior remodel – in process
 - roof project
 - After School Program – planning for Fall 2023 launch
 - investigate Ironman volunteer options / requirements –
 - Clea Stagnitti poster workshop (youth programming)
 - Lauren McGovern grief writing workshop (adult programming)
- Q3 –
 - Trunk or Treat planning
 - Book delivery service - Winter 2023 launch? Lynne Cheeseman, Sylvia and others are interested in supporting book delivery
 - Senior Visit Day planning – timing?
- Q4 –
 - Library operating procedures and policies updated
 - Grant opportunities
- ONGOING –
 - Professional Development
 - Board member training
 - Volunteer recruitment and 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!

- ~~March 15~~
- ~~April 19~~
- May 17
- June 21
- July 19
- August 16
- September 20
- October 18
- November 15
- December 20