

Wilmington E.M. Cooper Memorial Public Library  
Minutes of the Board of Trustees  
Wednesday, May 17<sup>th</sup>, 2023  
Submitted by: Kate Casler, VP & Secretary

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

Present: Wendy Grossmann, Kate Sears, Kate Casler, Leslie Kopec, Sam Baer and Susan Hockert (5:05 arrival)

Guest Liaison:

ABSENT: Karen d'Avignon

Public Guests: Mary Werner, Dave Neumann and Michelle Preston

- Kate Sears made a motion to accept the minutes from the April 19<sup>th</sup> meeting. Leslie seconded the motion, and the minutes were approved with all in favor.

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

- We have received another donation from our anonymous patron – this time an unrestricted \$2,500 donation! Sam indicated she believes she may know who the individual is, BUT all efforts to contact them indicate they wish to remain anonymous. Sam will share the name of the foundation so a formal thank you / tax letter can be sent.
- Sam signed us up to participate in CEF's CREATIVE AGING PROJECT and we will be offering a "paint and sip (?)" style program soon – **dates TBD**
- Lauren McGovern's workshop – Lauren is starting with a limited number of workshops to gauge interest and will keep us posted on future interest.
- Time off requests for May are covered, July?

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

- Leslie reviewed the report. PHONE expense is only are we are way over budget due to the fact we never initiated the changes we approved last year (from Nov. 9, 2022 minutes: [Spectrum bundle, needs approval \(Sam\) – reviewed the Spectrum quotes Emily gathered and shared previously and all agreed Option 2 is the best in the immediate. We may opt to re-consider after 1<sup>st</sup> year. Emily made a motion to approve Option 2. Kate seconded, it was approved with all in favor](#)) Susan will look into whether the same options are available to us now.
- Susan made a motion to accept the April treasurer's report. Kate Casler seconded the motion which was approved with all in favor.

Correspondence: letter from Nancy Graham offering hand crafted quilts for our fundraising. Both Sam and Kate responded. Kate sent press release to Andy Flynn regarding board and volunteer recruitment efforts.

Public Comments:

**Mary Werner** with the Wilmington Youth Commission (WYC) spoke about the proposed summer program they hope to offer. Will be two days a week, maybe Thursday and Friday. They are advertising for a director position and seeking other youth volunteers. Age ranges expected to be @ 5-12 but more information is being gathered. They are interested in partnering with the library to utilize programming and space on certain days. Kate Sears, Youth Programming committee chair, shared several ideas she will be incorporating into the library After School Program that might also be used in the summer program and will communicate with Mary and the WYC to see how we can support each other. Mary also mentioned an event this summer sponsored by Hardy Kids and asked if we might work with them (Sam will!) to make a special bookmark highlighting adventure books and library hours.

**Dave Neumann** presented some preliminary plans and drawings related to the project he and Jim Kelly are working on to revitalize the Heritage Park area of town in and around the dam. Since the library is situated in the middle of the area he is interested in feedback, support etc. Plans have been presented to the town for review and they are currently waiting for approval and / or budget.

**Michelle Preston** attended the meeting to keep informed and to update the library that we will now have one, not two, town representatives. Tina will be our liaison to the town.

Executive Session: none

Old Business:

- **Gun appraisal** – Kate shared feedback from Woods and Waters / Sam Grimone regarding the valuation of guns. Suggested insured value (combined) is \$3,500-\$3,600. Leslie will look into the cost for this through our current policy.
- **Archive Committee update (Kate C)** – Kate reviewed the Archive Committee report and the items recommended for the categories:
  - KEEP/DISPLAY
  - PERMANENTLY LOAN TO WILMINGTON HISTORICAL SOCIETY
  - OFFER IN FRIEND OR OTHER FUNDRAISING SALES
  - RETURN TO TIM FOLLOS

Committee suggestions on display / placement were discussed and other ideas (changing portrait display for example). Kate C will reach out to Laura Walker in LP for info on getting the historic documents properly restored and framed. Suggestion to use part of the new shelving space for historic book collection needs further review / discussion. Sam / Wendy will share the list of “Original EM Cooper books”.

- **Lauren McGovern Grief Workshop, details and liability certificate (Sam)** – see Sam’s report.
- **Renovation Grant Amendment (Sam)** – in process
- **Coverage for Sam’s time off (Sam)** – May covered. July?
- **Job Description Committee** - (Kate – chair, Sam, Susan)
- **Youth Poster Making Workshop (Wendy)** – Clea will meet with Kate S and Sam
- **Feed Your Need To Read, May 31, 2023 at Trout (Wendy)** -

New Business:

- **Roof Proposals and Selection** – Wendy mentioned that of the proposals received only one was able to confirm the proper insurance we need. They also have a good reputation, and the estimate was inline with the other “if I add insurance” estimate so all agree to go with Rapid Roofing for the roof project. Same color shingles will be used.
- **Volunteer & Board Membership Campaign** – response to postings and signage have been very positive. Sam already has had two potential volunteers and potential one board member reach out.
- **Lock in heating oil contract** – Sam will see if our current fuel program or others offer a lock-in rate. Wendy also will check with Roy to see if there is a possibility we might buy in or join the town’s fuel program.
- **LEAF Grants (Local Enhancement & Advancement Fund) Emily Kilburn-Politti contact** – Wendy will investigate opportunities for fundraising.
- **Projects/Goals Timeline 2023 (adult & youth programs, guest speakers, artist recognition)**
- **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 ??? – **DATE IS 5/31/2023**
- **Outreach, Marketing and Programs**
  - **Clea Stagnitti youth poster workshop** –Sam, Kate S and Clea to organize a youth poster making workshop which would promote library programs and events, by 6/30
  - **After School Program** – Kate Sears, Sam (Mary Werner?), by 6/30
- **Building and Grounds**
  - **Roof** – selected Rapid Roofing at 5/17/23 meeting.
  - **Basement Egress**
  - **Spring Cleanup**
  - **Archive** – initial report from 4/30 meeting shared.
- **Projects/Goals Timeline 2023 (adult & youth programs, guest speakers, artist recognition)** – see committees and strategic plan.
  - Kate Sears shared preliminary thoughts for an After School Program book club where kids would read their own book then “report back” to share why others should (or shouldn’t?) read their book. Looking at running on a day the library is NOT open to expand hours.

The meeting was adjourned at 6:17pm

**NEXT MEETING: TBD** – next meeting was planned for 6/21 but there are several conflicts. Does 6/14 work for all?

- 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 – job description
    - Library Lowdown – ongoing
    - Senior programming –
      - PAINT & (SIP?)
      - Senior Tea to introduce rotating library for the senior group (Methodist Church)
    - Fundraising –
      - Patrons Campaign? – letter “template” done, campaign on hold
    -
  - **Q1** –
    - septic issues –SPRING AND FALL SEPTIC SERVICE will be scheduled – ongoing
      - monitor to see if an additional pumping is required – last pumped March 2023
      - refer most bathroom needs to visitor’s center which is accessible
      - children will have access as needed during programming
    - 
    - Feed Your Need to Read Hungry Trout version. – **DATE IS 5/31/2023**
  - **Q2** –
    - grant award will drive timeline for interior remodel – in process
    - roof project - selected Rapid Roofing at 5/17/23 meeting
    - After School Program – planning for Fall 2023 launch
    - investigate Ironman volunteer options / requirements – NO
    - Clea Stagnitti poster workshop (youth programming) - in process
    - Lauren McGovern grief writing workshop (adult programming) - on hold

- Q3 –
  - Trunk or Treat planning
  - Book delivery service - Winter 2023 launch? Lynne Cheeseman, Sylvia and others are interested in supporting book delivery
- 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.**

- ~~April 19~~
- ~~May 17~~
- June 14?
- July 19
- August 16
- September 20
- October 18
- November 15
- December 20