

Wilmington E.M. Cooper Memorial Public Library
Minutes of the Board of Trustees
Wednesday, June 14th, 2023
Submitted by: Kate Casler, VP & Secretary

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

Present: Wendy Grossmann, Kate Casler, Karen d'Avignon, Leslie Kopec, Sam Baer and Susan Hockert (5:01 arrival)
Guest Liaison: Tina Preston
ABSENT: Kate Sears
Public Guests: Chris Straight

- Leslie made a motion to accept the minutes from the May 17th 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:

- Children's workshop meeting with Clea Stagnitti set for June 22
- Summer Reading program to have three prizes (increasing \$ amount). Program is July 1 to August 26
- Time off requests still open: July 5-6 (Tina will mention at town board meeting as there are often volunteers attending)

Public Comments:

Chris Straight – Chris shared info about his Car Show which is scheduled for August 26 this year. First year since 2019 they have held it due to pandemic. Last time they had 87 cars entered and @ sold 98 burgers and 125 hot dogs. Black Brook General Store will do lunch / hot foods, but Chris is looking for a non-profit group to run the snacks (all pre-packaged foods so no insurance requirements) ...hours 11-3:30. He would help with getting donations. Some interest but also concern about volunteers so board will review and discuss before deciding.

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

- Leslie reviewed the report. PHONE expense is still the only account we are way over budget on. Susan continues to research options as Spectrum's offers have changed completely and they are not very customer (non-profit) supportive.
- Kate C made a motion to accept the May treasurer's report. Susan seconded the motion which was approved with all in favor.

Correspondence: Thank you notes to Mr. & Mrs. Bonneau, guests from MI who wrote a \$25 check at FYNTR and to Matt Forman / Hungry Trout for \$2,000 donation. Kate C is working on a press release to Andy Flynn regarding archive committee projects underway.

Executive Session: none

Old Business:

- **Gun appraisal** – Kate shared feedback from Woods and Waters / Sam Grimone who can't provide the letter needed by insurance. Will continue to look at options and resources. (Julie Robards, other gun dealers / experts)
- **Archive Committee update** – Kate shared quote and will email photos of frame / mat options for the 4 documents. All agreed to go ahead with the work.
- **Renovation Grant Amendment Update** – no update
- **Update on CEF Creative Aging Project** – Paint & Sip – postponed to FALL
- **Coverage for Sam July 5-8 2023** – need July 5-6
- **Youth Poster Making Workshop (Kate S, Sam, Clea)** – meeting June 22
- **Review Feed Your Need To Read, May 31, 2023 at Trout** – well done, \$2K donation

- **Spectrum bundle** – Susan found Spectrum not being helpful / customer friendly and will continue to get info from Frontier
- **LEAF Grants (Wendy)** – no update
- **Heating oil purchase thru town (Wendy)** – can't purchase thru town. Will look into other options

New Business:

- ****Board member term limits** – Board agrees that we should change trustee term to 3 years as it seems to be a BLOCK for new prospects. Wendy will create language for a motion.
- ****Event coordination with “Friends”** – Wendy shared concerns around lack of clear communication for The Friends event on June 11 but Leslie and Karen confirmed from their perspective all had gone well. They felt they maybe needed a dress rehearsal in the new space but hadn't thought of that ahead of time. Total from this sale was \$654.50!
- ****Historical book project** – Of the books catalogued in the historic books collection only 36 re from the EM Cooper original collection and the majority of the others are from Wilmington schools. Wendy will see if Karen P / WHS might be interested.
- **Sam will send floral arrangement to Aunt Jane (rm 316 at CVPH)**
- **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**

- **Festival of Colors** – Sam suggested “Banned Books” theme. Shirts? Buttons? Activity or Craft?
- **Holiday Raffle** – Wendy to contact ORDA about Ski Pass donation / purchase options and we discussed “A Hand Crafted” Holiday with locally sourced arts / crafts / products etc...

- **Outreach, Marketing and Programs**

- **Clea Stagnitti youth poster workshop – meeting set for 6/22/23** 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** 5/17 - Kate S 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.

- **Building and Grounds**

- **Roof – Rapid Roofing completed project June 2023**
- **Basement Egress**
- **Spring Cleanup**
- **Archive – meeting set for 6/19, 2pm.** Initial report /suggestions from 4/30 meeting shared

The meeting was adjourned at 6:32pm

NEXT MEETING: TBD – next meeting was planned for 7/19

- 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
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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 March 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. – **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.**
 - July 19
 - August 16
 - September 20
 - October 18
 - November 15
 - December 20