

**Wilmington E.M. Cooper Memorial Public Library**  
**Minutes of the Board of Trustees**  
**Wednesday, March 20, 2024**  
**Submitted by: Samantha Baer**

Call to Order: The meeting was called to order at 5:02 PM

Present: Wendy Grossmann, Kate Sears, Betsy Smith, Laurel Riehs, Clea Stagnitti, and Sam Baer  
Town Board Liaison: Tina Preston  
ABSENT: Susan Hockert and Karen d'Avignon  
Public Guests:

- The meeting was called to order and immediately went into an Executive Session to confirm the appointment of Clea Stagnitti to the board.
- Wendy asked if there were any questions or revisions to the minutes from the February meeting. Sam noted that the minutes were updated to include Laurel's attendance and the fact that it was Leslie's last meeting. Clea made a motion to accept the minutes, Kate seconded the motion, and the minutes were approved with all in favor.

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

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

- Betsy presented the Bills to be Paid including Due North subscription, the Wild Center Pass, and Hudson Art (the remainder of the library's artwork that is being reframed).
- The QuickBooks subscription is up for renewal. *Sam will look at TechSoup to see if a discounted software version is available.*

Laurel made a motion to accept the treasurer's report, and Clea seconded, motion was carried.

Correspondence: Donation thank you letters to the Foucaud family and Angie Genovese

Public Comments: none

Executive Session: see above

Old Business:

- **Feed Your Need to Read** – Wendy confirmed the date will be May 29, 2024. Clea suggested that we have a table with flyers/pamphlets for upcoming events/programs and a donation container. *Sam will work on marketing for this event.*
- **Community Consortium** - Wendy attended a meeting at the Wilmington Youth Center regarding the collaboration between the library, the youth center, and the Methodist Church. These meetings will be ongoing with the next one being at the library on April 15<sup>th</sup> at 5:30 PM
  - **Disaster Plan** – in progress
  - **Friends Appreciation Event** – The library will hold an appreciation event hosted by Whiteface Farm Adirondack Bed & Breakfast on April 27<sup>th</sup> at 2:30 PM. The board set a budget of \$150 for food and beverages. Succulents were suggested for recognition gifts. *Sam will create an invitation for the event and mail them to the Friends.*
  - **Essex County CAP Grant** – Sam looked into the grant but didn't apply due to lack of information on the event the grant would be used for.
  - **Tote Bag** – Sarah Adams would like to donate \$250 toward the creation and purchase of reusable tote bags for the library to sell at events and/or to use for our upcoming book delivery for seniors. *Clea agreed to create a logo for the bag and Sarah will be invited to the next board meeting to discuss her wishes.*

### New Business:

- **Whiskey Run Event** – Wendy asked the board if we would be interested in promoting the library at the Whiskey Run. The board decided that it was not an appropriate event for us, however, we will provide bookmarks again this year for the gift bags given to the runners. *Sam will contact Karen Peters to discuss this.*
- **Trustee Appointment Process** – At our last meeting Betsy brought up the fact that our trustee appointment process is one used by Association Libraries. Our library is a Town Library and board members need to be approved by the town board. The new appointment process will be as follows:

An individual expresses interest in being on the Library Board

The individual meets with the Board President for an overview of Trustee responsibilities

The individual is given an Orientation Packet (Policies & Procedures, By-Laws, Trustee Responsibilities)

The individual is given the Handbook for Library Trustees (printed or digital)

The individual is encouraged to communicate with the Library Board to answer questions

The individual is asked to attend at least 2 consecutive board meetings

The individual is offered a seat as a Trustee by a majority vote of the Library Board (Executive Session)

The Trustee takes the Oath of Office with the Town Clerk within 30 days of selection by the Library Board of Trustees

Approval of the new Trustee at the next Town Board meeting.

Kate called for a motion to approve this process and Laurel seconded, motion carried with all in favor.

- **Eclipse Program** – Gib Brown has agreed to hold a program educating people about the upcoming solar eclipse, and making an eclipse viewer. *Sam will send the flyer to the board so they can help promote this event.*

- **Senior Programming** – Laurel did some research regarding outreach services for seniors unable to get to the library. She shared a form used by the Poughkeepsie Public Library and the board agreed to use a version of that form to send out to patrons. *Wendy will contact the Office of the Aging to see if we can partner with Meals on Wheels to send this information to their clients.* The board agreed that the books should go out on Saturdays giving the clients another day of contact.

Other ideas discussed were technology classes for seniors where they bring their own devices and they learn how to operate them, learn photography, and how to avoid scams.

### ANNOUNCEMENTS/IDEAS/CONCERNS

**Meeting adjourned at 6:10**

**NEXT MEETING: April 24, 2024 at library**