

Wilmington E.M. Cooper Memorial Public Library  
Minutes of the Board of Trustees  
Wednesday, May 11, 2022  
Submitted by: Samantha Baer, Director

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

Present: Wendy Grossmann, Leslie Kopec, Kate Sears, Kiersten Kotronis, Karen d'Avignon, and Samantha Baer

Guest Liaison: Tina Preston

ABSENT: Kate Casler and Emily McConvey

- Kiersten called for a motion to approve the minutes from the April 13th meeting with an amendment to specify that the gift card for Liz should be \$50, Leslie seconded and the minutes were approved with all in favor.

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

- Sam shared the changes to the Public Library Minimum Standards and the board feels that the Annual Report to the community should be mailed to the town and both school districts.

Treasurer's Report: On file at the library.

- Emily took over the Treasurer position the last week in April
- There was a question regarding the increase of \$4,376.15 shown in the cover letter but couldn't be found in the reports. Leslie clarified that the information could be found on a different report that was not included in the ones sent out.

Correspondence: Kate mailed thank you letters to the following people for their donations to the capital campaign: Sarah Adams \$10, Rosemary Redmond \$100, and Matt Forman (The Hungry Trout) \$1900.

No Public Comments:

No Executive Session:

Old Business:

- **Senior Programs** - Kate Casler spoke with Tiffany Thomas from the Wilmington Senior Center and Tiffany will ask the members what services they would like the library to provide.
- **Feed Your Need to Read** – The library received \$1900 from the event at The Hungry Trout/R.F. McDougall's. There was plenty of support despite being a month earlier than usual.
- **Basement Egress** – Wendy and Kate S. walked the library grounds to look at the egress and discovered that the stairs are rotting.

- **Compliance Training** – Sam will share a link for Sexual Harassment Prevention Training.
- **Archives** – Karen contacted the Clinton County Historical Society and due to her work hours, Sam spoke with the president of the organization. At this time, they requested that we speak to the Essex County Historical Society. Wendy and Sam will work together on contacting them. Karen Peters from the Wilmington Historical Society came to the library and took possession of some of the old photographs for their collection.
- **Whiteface Ski Passes** – Whiteface will donate four day passes for our raffle. The library agreed to purchase one adult Whiteface Only, Non-Holiday pass for the raffle for \$570.00
- **Fundraising Activities** – Quilt raffle at the Friends Food Sale on June 11<sup>th</sup>. Ski pass raffle at the Whiskey Run, possibly a booth at the Farmer’s Market, Beach Concerts, town-wide yard sale, and Motley Crüe Tribute concert.

New Business:

- **Roof** – The roof has been in place for over 20 years and is in need of replacement. Wendy will look into contacting contractors for estimates.
- **Bicentennial Activity** – Tina requested that we have a float in the Bicentennial Parade.
- **Insurance** – Leslie was reviewing the insurance policy prior to transition and discovered that while we have insurance covering books inside the library there isn’t much coverage for books outside the library. This poses a problem for the renovation as we will have our books stored in a container outside the library. Sam emailed Howl at the Moon and they are looking into their insurance policy to see if they are covering the contents during the renovation or if we should get supplemental insurance during that time. They also let us know that they are planning to place the storage container in the parking lot of the Visitor’s Bureau during the renovation, which could be an issue.
- 2022 project timeline – see below and strategic plan for details
  - **In progress** –
    - build children’s programming –ongoing
    - policy update and review –ongoing
    - SOP manual for library volunteers - done
    - “Did you Know” series (Sam suggested Library Lowdown) - ongoing
  - Q1 –
    - septic issues –SPRING AND FALL SEPTIC SERVICE will be scheduled – ongoing
    - monitor to see if an additional pumping is required – last pumped?
    - refer most bathroom needs to the visitor’s center which is accessible
    - children will have access as needed during programming
    - make FYNTR connections with new owners at Hungry Trout – in process
    - Festival of Colors planning (SKI PASS) – IN PROCESS

- Q2 –
  - grant award will drive timeline for interior remodel – **in process**
  - book delivery service planning for summer fall launch - **in process**
  - Lynne Cheeseman, Sylvia Mustelier 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 launch after interior renovation
  - Trunk or Treat planning
  - Senior Visit Day planning
- Q4 –
  - Library operating procedures and policies updated
- ONGOING –
  - Professional Development
  - Board member training
  - Volunteer training (for vacation / sick coverage and help with children's programming).
- FUTURE – reading porch, adult programming (fall '23?), town-wide letter (Friends)

Meeting adjourned at 6:08 PM.

The next meeting will be on Wednesday, May 11th at 5:00 PM at the Community Center.

~~January 26<sup>th</sup>~~

~~February 16<sup>th</sup>~~

~~March 9<sup>th</sup>~~

~~April 13<sup>th</sup>~~

May 11<sup>th</sup>

June 8<sup>th</sup>

July 13<sup>th</sup>

August 10<sup>th</sup>

September 14<sup>th</sup>

October 12<sup>th</sup>

November 9<sup>th</sup>

December 14<sup>th</sup>