

Wilmington E.M. Cooper Memorial Public Library
Minutes of the Board of Trustees
Wednesday, January 4th, 2023
Submitted by: Kate Casler, VP & Secretary

Call to Order: The meeting was called to order at 5:00 PM

Present: Wendy Grossmann, Same Baer, Kate Sears, Leslie Kopec, Emily McConvey (via telephone), and Kate Casler
Guest Liaison: Tina Preston
ABSENT: Karen d'Avignon
Other attendees: Susan Hockert

Sam gave Susan Hockert with an info packet containing details about the history and operations of the library and background info on the role of the board of trustees as Susan is attending several of our meetings as she considers a potential interest in becoming a library trustee.

- Leslie asked for verification that we received the certificate of insurance from Derrick and that it has the correct dates on it. Sam will double check and confirm. Kate Sears made a motion to accept the minutes from the November 9th meeting. Emily seconded the motion. The minutes were approved with all in favor.
- Kate asked for verification of the TOTAL amount raised from the holiday raffle (only sales from the sale of the sale noted in December minutes). Sam will look and confirm. Kate Casler made a motion to accept the minutes from the December 14th meeting. Leslie seconded the motion. The minutes were approved with all in favor.

Director's Report: Sam left her report at home and will share electronically.

- Reviewed progress on interior project is moving very nicely. Anticipated completion may be as soon as the end of this week! Sam anticipates about a month to move materials back into library before we re-open.
- Sam will be doing a full inventory of craft materials before finalizing / publishing upcoming craft schedule and ordering new supplies. (*LPEF fund should be allocated before our next grant request)
- Sam is working on two grant applications related to future projects.

Treasurer's Report: November report reviewed and will be on file at the library. December report to be presented for next meeting (January 26th).

- Leslie asked for details on a few items – fines and services was much higher than usual due to a lost book fee that was collected and also the amount covered a period of several months per Sam. CEF revenue was clarified and the Quickbooks entries need more info/ background.
- Kate Sears made a motion to accept the November report. Kate Casler seconded, it was approved with all in favor.

Correspondence: Thank you letter sent for Roger Bonner for his \$200 donation.

No Public Comments:

No Executive Session:

Old Business:

- **Gun appraisal** – Wendy to follow up

- **Town wide patron donation letter** (Kate, requires approval) is being tabled until further notice based on feedback and update on capital project funding that Leslie provided.

New Business:

- **Bank loan to cover renovation until grant disbursement** – Wendy, Emily and Sam have shared info with NBT to secure a short-term loan (9 months likely) to cover payments required for HATM project. The interest rate to be 6% which Susan H. indicated was standard for now. Wendy G asked Emily to send the HATM invoice that we received most recently to Wendy Holzer for prompt payment.
- **Board of Trustee new member invitation** – Susan shared a bit about her background and potential interest in becoming a board member. She would like to attend several meetings before she makes a decision or commitment.
- **Open House/ Public reveal/Reopen process** – discussion on the re-opening resulted in agreement that we will have a “SNEAK PREVIEW” event specifically and exclusively for The Friends to share our appreciation and to recognize them for the years of support they have offered. A second “PUBLIC” event will be held after this special event. Kate Casler to chair committee (Leslie, Sam and Kate S) to plan this event once we know our reopening date.
- **Library stairwell** – Wendy spoke with Kelly who assured her we are under budget enough to include the stairwell facelift in our project so EVERYTHING will be fresh and new.
- **New library computer** – Sam will look into replacement options and costs since the old OLD computer is seriously outdated and slow.
- **2023 Board meeting dates** – discussion of best dates resulted in decision to meet regularly on THIRD Wednesday of each month.
 - **January 26** (1/25 is conflict for meeting space)
 - **February 15**
 - **March 15**
 - **April 19**
 - **May 17**
 - **June 21**
 - **July 19**
 - **August 16**
 - **September 20**
 - **October 18**
 - **November 15**
 - **December 20**
- **2023 projects and goals (be prepared to discuss ideas)** – tabled until January 26th.
- 2022 project timeline – see below and strategic plan for details
 - **In progress** –
 - build children’s programming—ongoing, Provide QUARTERLY 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 will share her list of fundraiser ideas.
 - Patrons Campaign? – Kate will brainstorm
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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 ?
 - refer most bathroom needs to visitor's center which is accessible
 - children will have access as needed during programming
 - Festival of Colors planning (SKI PASS RAFFLE) – 123 tickets SOLD in total
- Q2 –
 - grant award will drive timeline for interior remodel – in process
 - book delivery service planning for summer fall launch - in process
 - Lynne Cheeseman, Sylvia 3??? 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 2023 launch (is this timing correct?)
 - Trunk or Treat planning
 - Senior Visit Day planning – timing?
- Q4 –
 - Library operating procedures and policies updated
 - Grant opportunities
- ONGOING –
 - Professional Development
 - Board member training
 - Volunteer 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 6:13PM. Next meeting will be on Thursday, January 26th, 5:00 PM in the community meeting room.

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