

Wilmington E.M. Cooper Memorial Public Library  
Minutes of the Board of Trustees  
Wednesday, February 16<sup>th</sup>, 2022  
Submitted by: Kate Casler, VP & Secretary

Call to Order: The meeting was called to order at 5:03 PM

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

- Karen made a motion to accept the minutes from the January 26<sup>th</sup>, 2022 meeting. Emily seconded the motion. The minutes were approved with all in favor.

Director's Report: No report was presented as this was an interim meeting as we move to new schedule (2<sup>nd</sup> Wednesday of each month)

Treasurer's Report: On file at the library.

- Leslie reviewed highlights. Shared that she and Emily have not had a chance to get on track with the treasurer transition plan they initially made but are meeting this Saturday to prep. Emily shared she feels confident and able to take over on schedule.
- January is typically a high expense, low income month
- Since it was not specified in our budget the annual contribution we've made to CEF for digital resources was discussed. Kate Sears made a motion to approve a \$200 payment this year. Kate Casler seconded the motion and it passed with all in favor.
- Kate Casler made a motion to accept the December treasurer's report. Emily seconded the motion and it passed with all in favor.

Correspondence: Kate prepared letter for LPCSD funding increase, Wendy signed, and letter will go out this week.

No Public Comments:

No Executive Session:

Old Business:

- **Covid protocols update** – Sam reported library traffic continues to be slower but that is not unusual for this time of year. We continue to have signs asking patrons to mask and there has been no objection so far. Sam will continue to monitor, and report concerns as needed.
- 1<sup>st</sup> edition of **Library Lowdown** was published (JCN, Facebook and library website) to share information about tax packets and AARP tax prep assistance in available through Lake Placid library. Sam plans to publish Library Lowdown at least monthly if not twice monthly. EVERYONE should feel free to share ideas for future issues.
- Revised meeting (2<sup>nd</sup> Wednesday) schedule approved – see below

New Business:

- RE: **budget gap** for interior renovation project, all discussed and agreed we can estimate a fundraising need of \$20K at minimum but it is an estimate and we will table further discussion until the grant is announced. Fundraising should be A FOCUS nonetheless.

- Website updates - Sam will post meeting agendas when available and "approved minutes" to our website after each meeting. Tim Follos and Tina Preston will be copied when these are emailed as well as they are our town liaisons to the library.

- **Senior Programming** – Kate Sears will inquire about how AuSable library is partnering with / supporting the program and if there are gaps we might fill or ways we can help expand the program. Kate Casler will attend the local program at Methodist church to see if there is interest in mobile books or other services. Emily also brought up how LP does community resource and need pairing, HOW CAN WE DO THIS?
- **Annual report for NYS library needs to be approved at our next meeting so Sam will send a summary** and for anyone wanting the full report details, there is a copy on file at the library.
- **Strategic Plan** – Topics to include “in progress and 1<sup>st</sup> Quarter tasks”
  - **PRIORITY PROJECT basement egress situation**, particularly once youth programming resumes. Sam contacted Roy after recent snowstorms and town responded within 20 minutes to clear egress. We will monitor and contact town early on program mornings if clearing is needed.
  - **Stonework** – Sam reached out to both Howl at the Moon and Derek Lafountain who confirm their labor quotes will remain solid, but materials may need adjustment (increase) due to market demands. Derek LaFountain said he could schedule us in June. HATM said they would try to squeeze us in. Based on discussion Leslie made a motion to award the front porch stonework project to Derek. Karen seconded the motion and it passed with all in favor. **Sam will follow up to let Derek know we’ve selected him and to get details and requirements including whether we will need to be closed and if so for how long.**
- 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
      - refer most bathroom needs to 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
  - 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
  - Q3 –
    - Library Youth / after school program – planning for winter launch after interior renovation
    - Festival of Colors planning (SKI PASS)
    - Trunk or Treat planning
    - Senior Visit Day planning
  - Q4 –
    - Library operating procedures and policies updated
  - **ONGOING** –
    - Professional Development
    - Board member training – Kate Casler trained with Sam this month
    - 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 6:02PM.

The next meeting will be on Wednesday, March 9<sup>th</sup> at 5:00 PM. Location / format to be announced.

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>