

Wilmington E.M. Cooper Memorial Public Library
Minutes of the Board of Trustees
Wednesday, March 9th, 2022
Submitted by: Kate Casler, VP & Secretary

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

Present: Wendy Grossmann, Kate Casler, Leslie Kopec, Kate Sears, Kiersten Kotronis and Tina Preston.

ABSENT: Samantha Baer, Karen d'Avignon and Emily McConvey

- Reviewed two revisions to minutes (annual report, not audit and visitor's center, not enter in SP). Kate Sears made a motion to accept the revised minutes from the February 16th, 2022 meeting. Leslie seconded the motion. The minutes were approved with all in favor.

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

- Supercharged Storytime webinar series supports early literacy and parent engagement tools to boost our story time.
- Had planned for craft / story time to go live again but with winter storm predicted will play this by ear but expect a grab and go option this week. Will save leprechaun craft for next year and use Polar Bear craft as it's ready to "grab and go".
- Masks no longer required at library as schools have dropped mandate.
- Library Giving Day Revisions – April 6 - Kate Casler created draft for another Facebook fundraiser and will coordinate with Leslie / Sam
- We also discussed PayPal as one option some choose to support the library's fundraising efforts but that we should put a DISCLAIMER on the website indicating that PayPal does charge a fee to use their platform so not all of the donation comes to us. CHECKS are always another option for giving.
- Kate Casler's "Library Lovers Month" Facebook fundraiser generated \$800 which we should see in approx. 60 days
- Logo / Branding – Kate Casler suggested using an EMBER as our mascot, a bright glowing spark of energy and enthusiasm for libraries and all the resources they offer!
- Reviewed Annual Report highlights and it was requested that every year annual report HIGHLIGHTS should be shared with prior years comparison going forward. Kate Casler a motion to accept the 2022 annual report. Kate Sears seconded the motion. The report was approved with all in favor.

Treasurer's Report: On file at the library.

- Leslie reviewed what is likely to be her LAST TREASURER'S REPORT highlights.
- New CEF / LPEF grant to support Rural Libraries
- State Controller's Report is done – essentially the same info that is in the annual report but a different format.
- Kate Casler made a motion to accept the February treasurer's report. Kate Sears seconded the motion and it passed with all in favor.

Correspondence: Kate sent thank you to Jane Peck for her donation (\$50) to the Facebook fundraiser (Library Lovers Month)

No Public Comments:

No Executive Session:

Old Business:

- **Covid protocols update** – see director’s report
- **Library Lowdown** – more on CRAFT / STORY plans? Sam plans to publish Library Lowdown at least monthly if not twice monthly. EVERYONE should feel free to share ideas for future issues.
- **Wendy has reached out to Matt Forman** – the new owner at Hungry Trout – and hopes to meet with him soon to discuss FYNTR interest. Leslie will send the history of FYNTR fundraising.

New Business:

- **SP – FUNDRAISING:** Kate Sears shared numerous ideas for fundraising including:
 - Commemorative brick “naming” opportunity during stonework project
 - “Adopt a Book” plates for Wilmington circulation or collections
 - Got Sneakers? drive
 - Annual Cookie Sale “Recipe Book” for sale
 - Wine tasting
 - Board game tournament
 - Stay-home-and-read-a-book ball
 - I am sure there were others – Kate’s creative juices were on FIRE. She will share her list on the SP or add to this one and you should too!
- **PRIORITY FUNDRAISING TOPIC – 2 ANNUAL SKI PASSES** – Kiersten will check with Brandy or Lauren and get back to us on how they can help (donate, discount, ???). We will plan a LIMITED NUMBER OF TICKET SALES FOR 1 ADULT PASS and 1 YOUTH (13-19 yo) PASS, discussed possible 200-300 tickets total, \$25 each or TWO for \$50.
- **IRONMAN** – consensus was we will not participate as volunteers this year. Too difficult to raise a team, most people already volunteer or leave town for the event.
- Discussed that **Google Docs** is a mutually convenient way for most of us – Karen is an outlier, so we need her feedback on how to share info and get her input.
- **Library / Town maintenance questions** – as luck would have it our liaison Tina was at this meeting. Discussion / questions raised regarding how we can address the basement egress issue perhaps more permanently. Clarified town does cover external insurance and maintenance and library covers interior and contents. Egress is sort of hybrid? Tina will raise the question at town level, and we’ll explore together.
- **Archive** – Wendy will reach out to Karen for a meeting date to start the archive cataloging process. Must be a priority as interior project approaches.
- **Youth Programming** - Wilmington Bicentennial is not happening on Aug. 20th but it is expected there will be a booth / display at Festival of Colors instead. Wendy raised the idea of a “storytellers” series which would engage children and encourage them to create art or personal stories related to Wilmington history. Possible JUNE-JULY-AUGUST target date on alternating weeks of youth programming discussed?
- **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?
- **Strategic Plan** – Topics to include “in progress and 1st 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 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 – last pumped ?
 - 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
 - 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 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 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 6:13PM.

The next meeting will be on Wednesday, April 13th at 5:00 PM. Location / format to be announced.

~~January 26th~~

~~February 16th~~

~~March 9th~~

April 13th

May 11th

June 8th

July 13th

August 10th

September 14th

October 12th

November 9th

December 14th