

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

Call to Order: The meeting was called to order at 5:22 PM

Present: Wendy Grossmann, Susan Hockert, Laurel Riehs, Karen d'Avignon, Betsy Smith, and Sam Baer  
Town Board Liaison:

ABSENT: Clea Stagnitti

Public Guests:

- Wendy asked if there were any questions or revisions to the minutes from the October meeting. Additions include the change in the time of Board Meetings and the purchase cost of AV equipment. Betsy motioned to accept the minutes, Susan 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 reports are on file at the library. Highlights include:

**September** – It was a quiet financial month. Income received - \$10,400 from the Town of Wilmington and \$6350 from donations related to the Carr family.

Susan called for a motion to accept the Treasurer's report from the September meeting, which Laurel seconded. Motion carried with all in favor.

**October** – Balances are 13% higher than in 2023. \$17,369 received from Lake Placid Central School District. Other atypical expenses consist of \$11,140 for the egress project and \$500 to Loreman's for the tote bags.

Laurel made a motion to accept the Treasurer's report from October, Karen seconded, motion carried with all in favor.

Correspondence: donation thank you letters

Public Comments: none

Executive Session: none

Old Business:

- **2025 Budget** – The Board reviewed the preliminary 2025 budget. It consisted of a general 4% increase, excluding a few line items. A vote to approve the budget will happen at the December meeting.
- **Egress** – The egress project has been completed with the requested cement parging, tongue and groove ceiling, and motion light upgrades.
- **Director Evaluations** – Wendy and Laurel met with Sam to discuss her review. The Board will have an executive session to deliberate the results after tonight's regular meeting.
- **Tote Bags** – Loremans has printed the remaining bags and they are all at the library. The printing of the "Harriet" bags came out acceptable, including small daisies, but lacking her signature 374a. Loremans was unable to get the number to print on the bags. It was requested that we NOT put in a biography to include with the bags.
- **AV Equipment/Adult Programming** - The AV equipment has been purchased and Clea will install when delivered. Susan and Clea have met and created seven monthly programs that will begin on January 16<sup>th</sup> and run through June 19<sup>th</sup>. The programs will break for the summer and resume in the fall.
- **Neighborhood House Giveback** – Susan has arranged for 50 bookmarks and sachets. Sam will order grippy socks and lip balm. Wendy will arrange for candy canes. Gift bags will be purchased for the items and delivered to the Neighborhood House.
- **Town Insurance** – The town currently insures the library for \$350,000. There will be a special town budget meeting in February discussing all the town's properties and the library is included on the agenda for this session. The library hopes to get a "Statement of Understanding" between the town and the library determining which party is responsible for specific library issues.
- **Walkway Repair** – tabled

New Business:

- **2025 Proposed Slate of Officers** – to be determined in December
  - **President** – Wendy Grossmann
  - **Vice-President** – Laurel Riehs
  - **Secretary** –
  - **Treasurer** – Betsy Smith
- **Board Member Recruitment** – tabled
- **Future Financial Investments** – a special meeting will be held on January 11, 2025 to discuss financial matters.

ANNOUNCEMENTS/IDEAS/CONCERNS:

Siding on the back side of the library needs to be repaired/replaced. Wendy will contact the town first to see if it can be fixed before contacting a contractor.

Upcoming Events:

- December 14, 2024 – Friends of the Wilmington Library Annual Cookie Sale

**Meeting adjourned at 6:36 PM**

**Executive meeting started at 6:40 PM**

**NEXT MEETING: December 18, 2024 at library**