

**Wilmington E.M. Cooper Memorial Public Library**  
**Minutes of the Board of Trustees**  
**Wednesday, October 16, 2024**  
**Submitted by: Samantha Baer**

Call to Order: The meeting was called to order at 5:02 PM

Present: Wendy Grossmann, Susan Hockert, Laurel Riehs, Karen d'Avignon, Clea Stagnitti, and Sam Baer

Town Board Liaison: Tina Preston

ABSENT: Betsy Smith

Public Guests:

- Wendy asked if there were any questions or revisions to the minutes from the September meeting. Laurel motioned to accept the minutes, Clea 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: no report this month due to Betsy's family emergency.

Correspondence: donation thank you letters

Public Comments: none

Executive Session: none

Old Business:

- **Egress** – In progress.
- **Director Evaluations** – All board members were given the evaluation form and a job description. The evaluations are due on October 23<sup>rd</sup>. Wendy will compile the results with Laurel and give Sam the review.
- **Front Desk Training** – Clea and Betsy have been trained as well as Tyler Light.
- **Tote Bags** – We have 100 bags with the original logo and 100 bags on order with the memorial logo for Harriet Adams. The Harriet bags will be distributed to seniors at the senior luncheons, the Library Friends, and given out when needed for other senior programming. Sam will create a "Something for Harriet" biography to accompany the bags.
- **AV Equipment** – Clea presented the board with three options of AV equipment. The board decided to go with the mid-range option of equipment, which will cost around \$2500. Susan made a motion to approve the purchase of the technology, Laurel seconded and the motion passed with all in favor.
- **Neighborhood House Giveback** – The Neighborhood House has fifty residents. The library will collect items to go to the residents and Nancy Graham will donate some lap quilts for this.
- **Holiday Raffle** – No raffle this year
- **Trunk or Treat** – Wendy, Susan, Laurel, and possibly Betsy will represent the library for Trunk or Treat. Sam will order candy and LED lights for the site. They will meet at 1:30 PM to set up.

New Business:

- **Joan Carr Memorial** – tabled until the next meeting.
- **Insurance Coverage** – The town insures the building and the library insures the contents of the building. It was recommended that the town increase the coverage for the building due to the upgrades. Susan will contact the town representatives to suggest that they increase the coverage.
  - **Entry Walkway repair** – Tina will contact the Parks Department to see if this is something they can help with.
  - **Board Member Recruitment** – tabled until next meeting
  - **Future Financial Investments** – will be discussed at budget meeting.

ANNOUNCEMENTS/IDEAS/CONCERNS:

New Board Meeting time will be 5:15

Upcoming Events:

- Trunk or Treat 10/27/2024 4 to 6 PM

**Meeting adjourned at 6:21 PM**

**NEXT MEETING: October 16, 2024 at library**