



Wilmington Memorial Library

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Board of Library Trustees

Mr. James Banda  
Ms. Karen Campbell  
Ms. Susanne Clarkin  
Ms. Joan Grady  
Ms. Eileen MacDougall  
Mr. Donald Pearson

BOARD OF LIBRARY TRUSTEES  
MINUTES

Tuesday, September 15, 2009

Present: Trustees Susanne Clarkin, Karen Campbell, Joan Grady, Eileen MacDougall, Library Director Christina Stewart, Administrative Assistant Gloria Corcoran

Absent: James Banda, Don Pearson

The meeting was called to order at 7:10 pm.

Joan Grady made a motion to accept the minutes of June 16, 2009, seconded by Karen Campbell, unanimous vote.

Karen Campbell made a motion to accept the August Financial Report, seconded by Joan Grady, unanimous vote.

**Director's Report**

Mrs. Stewart asked if there were any questions on her written report. She added that the Friends of the Library will celebrate National Friends of the Library Week October 18 to October 24 with extra hours during the week at the Book Store Next Door. On Saturday, October 24, the library will have the Apple Pie Bake Off contest with a celebration of Wilmington's Baldwin apple. The event will be on a smaller scale than last year.

**Meeting Room Policy**

Mrs. Stewart noted the following changes in the revised meeting room policy:

Revised Policy: Group will be responsible for set up and breakdown of chairs and tables.

Old Policy: Custodian did this.

Revised Policy: Could book room sixty days in advance.

Old Policy: Could book room thirty days in advance.

Revised Policy: Organization is limited to 12 bookings in a calendar year.

Old Policy: No mention on limitations.

A motion was made by Susanne Clarkin to approve the revised Meeting Room Policy, seconded by Joan Grady, vote unanimous.

**Local History Room Policy**

Mrs. Stewart noted that the policy includes a provision for using the Local History Room for quiet study.

A motion was made by Karen Campbell to approve the Local History Room Policy, seconded by Joan Grade, vote unanimous.

**Long Range Plan FY11-FY15**

**Mission Statement**

Mrs. Stewart presented the following revised mission statement that was developed with input from library staff:

*Wilmington Memorial Library enriches life in the community by supporting and promoting lifelong learning, the joy of reading, and personal entertainment; and is a welcoming place for quiet reflection, human interaction, and community connection.*

There was discussion on the interpretation of the words "personal entertainment." Mrs. Stewart indicated that these words were chosen in light of the fact that many people use the library for this purpose. Eileen MacDougall said she preferred deleting the word "personal." Mrs. Stewart indicated that she would present the mission statement to the Long Range Planning Committee on September 17.

### **Goals and Objectives**

Mrs. Stewart noted that Assistant Library Director, Charlotte Wood and she reviewed the input from the Long Range Planning Committee, Trustees, library staff, the town survey, and other library long range plans in identifying four strategic directions. Goals and objectives with activities for FY11 were then developed. Mrs. Stewart reviewed the goals and objectives. Trustees asked questions and had comments. Karen Campbell recommended that the investigation of the cost of adding Sunday hours be included in the plan.

Joan Grady indicated that she was pleased that the plan included Teen Librarian making regular visits to the Middle School. Mrs. Grady noted that a presentation can be videotaped and shown as part of the morning announcements.

### **New Business**

Mrs. Stewart informed the Trustees that the Friends of the Library Executive Board approved funding to subsidize the cost of sending one library employee to the Public Library Association (PLA) Conference in Portland, Oregon. She asked for approval to use LIG/MEG to fund a second employee to attend this conference. Eileen MacDougall made a motion to fund one staff member to attend PLA using LIG/MEG money up to \$2000, seconded by Joan Grady, vote unanimous.

Suzanne Clarkin asked Mrs. Stewart about the status of CORI evaluations. Mrs. Stewart indicated that she has received no further information from Assistant Town Manager, Jeff Hull on the status of CORI for library employees and volunteers since meeting with him in April regarding this matter. She will email Jeff Hull again about the CORI evaluations.

There was discussion as to when to schedule a joint meeting with the Friends of the Library. The joint meeting of the Friends and Trustees will be on Tuesday, December 8. Mrs. Stewart will notify the Friends Executive Board about having a joint meeting. The Trustees will meet at 6 pm and then join the Friends at 7 pm.

Susanne Clarkin asked about recognizing Jim Banda's years of service.

Eileen MacDougall acknowledged Robert Hayes for all his fundraising efforts for the Friends of the Library.

Motion to adjourn at 9:15 pm was made by Susanne Clarkin, seconded by Karen Campbell.

The next Trustee meeting is October 20 at 7 pm.

Submitted by,

Gloria Corcoran  
Administrative Assistant