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Mr. Daniel Hall
Mr. James Lemay
Ms. Eileen MacDougall
Mr. Jeffrey Nussbaum
Mr. Donald Pearson
Ms. Kathleen Reynolds
In Emeritus
Ms. Anne Buzzell

Board of Library Trustees

Board of Library Trustees Tuesday, December 17, 2019, 7 pm

Present: Jim Lemay, Eileen MacDougall, Don Pearson; Library Director Tina Stewart, Administrative Assistant Gloria Corcoran
Absent: Jeff Nussbaum, Kathleen Reynolds

The meeting was called to order at 7:12 pm

Minutes, Financial Report and Monthly Statistics

The minutes of November 19, 2019 were accepted with a motion by Jim Lemay and seconded by Don Pearson. Dan Hall abstained.

The November Statistics and Budget Reports were accepted with a motion by Eileen MacDougall and seconded by Dan Hall.

Director's Report

Mrs. Stewart reviewed her written report. She noted examples of the collaboration with the Wilmington Public Schools that the Youth Services Librarian Barbara Raab and Assistant Librarian for Teen Services Brittany Tuttle have done.

Mrs. Stewart reviewed the FY 21 budget request. She noted that there is no increase in the number of personnel. Increases in the funding amount is due to contractual increases and the minimum wage increase. Mrs. Stewart is requesting a \$3000 increase in programming. Books and materials will increase by \$10,000 due to the calculation for state aid eligibility. Funding for 100 chairs for the meeting room is requested due to the need for lightweight chairs that can be easily set up and taken down by library staff.

Mrs. Stewart asked Superintendent of Public Buildings George Hooper about replacing the water bubblers in the library. He is getting a price to replace the bubblers. The request for new carpeting will be put in the Town's Capital Plan.

Mrs. Stewart talked about the Diversity, Equity and Inclusion training that was presented at the staff meeting on December 13.

Mrs. Stewart informed the Trustees that Lin Harris who has been out on extended sick leave has decided to retire.

Old Business

Stairwell Renovation Project Update:

The demolition of the front stairwell will begin on Saturday, January 11. The library will be closed that day. Going forward, the construction should not impact operations. The project is expected to take about 4-6 weeks. Mrs. Stewart has written a brief article for the press about the renovation project that will be in the newspaper after Christmas. Charlotte Wood and Barbara Raab have met with Cori McGrath from Tucker Furnishings to plan out the furniture for the new rooms.

New Business

Mrs. Stewart recommended that the circulation policy be changed so that non-residents with a library card can reserve museum passes in advance.

Jim Lemay made a motion to revise the Circulation Policy to reflect the change in the museum pass lending, seconded by Don Pearson. Vote unanimous.

Trustee Comments

Jim Lemay asked Mrs. Stewart when the arbitration decision regarding the Saturday hour's grievance would be announced. She responded that the decision is expected by the end of January.

A motion to adjourn was made by Dan Hall at 8:03 pm, seconded by Eileen MacDougall.

Next meeting: January 21, 2019

Submitted by,

Gloria Corcoran

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Administrative Assistant

Distributed at meeting: December Budget Report and Monthly Statistics