



175 Middlesex Avenue  
Wilmington, MA 01887

Phone: 978-658-2967  
Fax: 978-658-9699  
website: [www.wilmlibrary.org](http://www.wilmlibrary.org)

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

## Board of Library Trustees

### **Board of Library Trustees Tuesday, June 18, 2019, 7 pm**

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

The meeting was called to order at 7:03 pm

#### **Minutes, Financial Report and Monthly Statistics**

The minutes of May 21, 2019, were approved with a motion by Eileen MacDougall, seconded by Jim Lemay with an abstention by Dan Hall.

The May 2019 financial report and activity statistics were accepted with a motion from Jim Lemay, seconded by Dan Hall.

#### **Director's Report**

Mrs. Stewart reviewed her written report. She hosted the program "History of Silver Lake" that was held on Monday, June 17. The turnout was higher than expected with approximately 130 attendees with standing room only. This program is part of the series of local history programs that our library is doing with the Tewksbury Public Library. The next program will be about the Wilmington/Tewksbury Thanksgiving Football Rivalry. It will be held in Tewksbury in November.

The Town Wide yard sale was held on Saturday June 8 with 56 homeowners participating. It was a beautiful day and seller feedback was positive. Some indicated that we could improve our advertising of the Yard Sale.

The annual summer reading program "Universe of Stories" is underway. Many of the programs focus on space given the 50<sup>th</sup> anniversary of the moon landing. Tina Stewart and Assistant Library Director will be at Fun on the 4<sup>th</sup> Family Day with the astronaut cutouts and giving out moon pies and tang. The summer bash is on August 15.

Mrs. Stewart presented her powerpoint presentation outlining the data gathered for the Strategic Plan and a history of the library. Mrs. Stewart will email the final draft of the Strategic Plan in August for review. The Trustees will vote at the September on approval of the plan.

#### **Old Business**

*Outdoor Seating Project:*

Mrs. Stewart indicated that the outdoor seating project is almost complete. We are waiting for the delivery of two benches. Per the "Order of Conditions" from the Conservation Commission, the project needs to be reviewed and certified by a landscape architect. Green International has agreed to do this review pro bono.

*Stairwell Renovation:*

Mrs. Stewart indicated that she had a discussion with Andy Barr, engineer with Russ-Barr Associates, regarding the cost for design services for the stairwell renovation project. He indicated that the 10% number for design services does not work for small projects since the same amount of time needs to be allocated for the various technical aspects of the design work. There was discussion regarding not having been told by Mr. Barr during his presentation in December that the estimated cost for design services would be higher than the standard 10%. The Trustees also expressed concern regarding lack of timely response to deadlines and communications with Mr. Barr. Given the investment to date, the consensus was to move forward with Mr. Barr's proposal for design services.

Eileen MacDougall made a motion to allocate an additional \$2500 (total \$10,000) from State Aid and the remainder, \$9250, from the Barbara Johnson Trust Fund for the Design Services Proposal from Russo-Barr Associates for the stairwell renovation project. Seconded by Kathleen Reynolds. The vote was approved unanimously.

**New Business**

*Naming of the Outdoor Seating Area*

Eileen MacDougall proposed naming the outdoor seating area in memory of Peggy Kane who recently passed away. She indicated that Peggy Kane served as President of the Friends of the Library for many years and was strong advocate for reading and dedicated to promoting the Wilmington Library. There was discussion regarding the school department also doing something similar to honor Peggy. Mrs. Stewart noted that the naming of the outside seating area would need to be placed as an article on the warrant for Town Meeting in May 2020. Eileen MacDougall made a motion to name the outside seating area "The Peggy Kane Reading Garden," seconded by Dan Hall. Motion passed unanimously.

*Reorganization:*

Eileen MacDougall nominated Jeff Nussbaum for Trustee Chair, seconded by Kathleen Reynolds. Jim Lemay nominated Eileen MacDougall for Trustee Vice-Chair, seconded by Dan Hall. Vote was unanimous.

A motion to adjourn was made by Dan Hall seconded by Jim Lemay at 8:45 pm.

Next meeting: September 17, 2019

Submitted by,

*Gloria Corcoran*

Gloria Corcoran

Administrative Assistant

Distributed at meeting: May Budget Report and Monthly Statistics