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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, November 19, 2019, 7 pm

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

The meeting was called to order at 7:03 pm

Minutes, Financial Report and Monthly Statistics

The minutes of October 15, 2019 were accepted with a motion by Eileen MacDougall and seconded by Jim Lemay. Don Pearson abstained.

Mrs. Stewart noted that the library has purchased "Zoo Bean" a reading tracking software program that will be used for the summer reading program and other activities. The cost of \$636 has been charged to the state aid account and will be included in the FY21 contractual services account. The library, through MVLC, has purchased "Engaged Patron", a program which alerts readers when the library purchases a favorite book by a favorite author. This has also been charged to the state aid account and will be included in the FY21 contractual service account. The October Statistics and Budget Reports were accepted with a motion by Don Pearson, seconded by Kathleen Reynolds.

Director's Report

Mrs. Stewart reviewed her written report. The Sons of Italy donated \$1000 for programs to celebrate Italian Heritage month during the month of October. Assistant Library Director Charlotte Wood has organized an environmental committee comprised of four staff members, the Town's Conservation Agent, two environmentally minded residents, several high school environmental club members, and a member of the business community involved in green chemistry. This committee will help the library decide on topics for a yearlong environmental series funded by the Friends Annual Appeal.

Mrs. Stewart noted that a staff meeting is scheduled for Friday, December 13. Jen Bryson and her colleague Dr. Chris Martel will be presenting training to the staff on "Diversity, Equity and Inclusion." The library will be closed from 9 am to 2 pm that day.

The library's Strategic Plan FY21-FY25 has been approved by the Mass Board of Library Commissioners.

Mrs. Stewart noted that our library recently received a positive review from "Library Land." This review is written by two gentleman who visit libraries across the state and rate them on certain metrics.

Old Business

Stairwell Renovation Project Update

The Town received one bid for stairwell renovation project from Eagle Point Builders. Superintendent of Public Buildings George Hooper has recommended to Town Manager Jeff Hull that we move forward with hiring this company. The bid amount is for \$127,590. Mrs. Stewart noted that she will be meeting with Andy Barr and the contractor from Eagle Point Builders next week.

Peggy Kane Reading Garden

At the Board of Selectmen's meeting on November 12, the Board agree to support a warrant article at the annual Town Meeting on May 2 to name to the outdoor seating area "The Peggy Kane Reading Garden."

Trustee Comments

Jim Lemay asked about the water bubblers at the library and if they can be updated to accommodate refilling reusable water bottles. Mrs. Stewart will contact Superintendent of Public Buildings George Hooper about this matter.

A motion to adjourn was made by Eileen MacDougall at 8:00 pm, seconded by Kathleen Reynolds.

Next meeting: December 17, 2019

Submitted by,

Gloria Corcoran

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Administrative Assistant

Distributed at meeting: October Budget Report and Monthly Statistics