



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 Minutes Tuesday, May 15, 2018, 7 pm

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

The meeting was called to order at 7:05 pm.

Chair Jeff Nussbaum welcomed new member Kathleen Reynolds to the Board of Library Trustees.

#### **Minutes and Financial Report**

Eileen MacDougall made a motion to accept the minutes from April 17, seconded by Jim Lemay. Motion passed.

Don Pearson made a motion to accept the Financial Report and Statistics from April, seconded by Eileen MacDougall, motion passed.

#### **Directors Report**

Mrs. Stewart reviewed her written report noting some program highlights. Twelve longtime residents, of Wilmington, including a centenarian, participated in the first local history day held at the Buzzell senior center. The purpose of the event was to capture memories of Wilmington during the decades 1940s-1970s. WCTV recorded the interviews and library staff digitized personal photos. This was a collaborative effort of the library, Elderly Services Department and WCTV.

Mrs. Stewart indicated that five librarians attended a workshop called "Black Belt Librarian" which provided training on dealing with disruptive patrons. Assistant Library Director Charlotte Wood is providing in service training for staff who were not able to attend this workshop. Mrs. Stewart is investigating other training opportunities for staff that focus on safety and security. At the next staff meeting on June 15, the Town Nurse will provide AED training.

Mrs. Stewart sent letters to local business soliciting donations for the upcoming Revive Civility series scheduled in September. She is also planning to reach out to other community organizations to ask for their support and participation.

Mrs. Stewart and Children's Librarian Barbara Raab met with Assistant Superintendent of DPW Jamie Magaldi to assess the Rotary Park as a location for a story walk. He indicated that this location would work for a story walk. Barbara Raab will follow up with a written proposal.

## **Old Business**

Mrs. Stewart updated the Trustees on plans for the outside seating area. She met with Conservation Agent Ryan Hale to assess the area in terms of wetland regulations. He indicated that a seating project was feasible but the library would have to file with the Conservation Commission. She contacted Green International Associates who designed the Yentile Farm. After explaining the scope of the project and our limited budget to one of the managers, he indicated that his firm could design the project for \$1500. She met with a landscape architect who will be designing the seating area.

Mrs. Stewart shared with the Trustees the proposal from Russo-Barr Associates for the feasibility study to add two meeting rooms on the second floor. She met with Town Manager Jeff Hull on May 9 to discuss this proposal. He has some questions about the proposal and would like to meet with the engineer Andy Barr, Superintendent of Public Buildings George Hooper and her to review the proposal and to determine what other costs may be required for this project. There was discussion about the benefits of adding the two rooms on the second floor. Trustees agreed that the feasibility study is an important exploratory first step and noted that this project would not require town funding since state aid would be used for the study and the Barbara Johnson bequest would fund the project.

## **New Business**

### **Trustee Reorganization:**

Jim Lemay nominated Jeff Nussbaum for Chairman of the Trustees and Eileen MacDougall for Vice Chairman; seconded by Don Pearson. Vote unanimous.

### **Comments**

Jeff Nussbaum contacted Bernie Lyons who is presenting a program on Product Safety at the library. Jeff will be assisting him with related information on the topic.

Eileen MacDougall mentioned the new Current Affairs Discussion Group that will meeting monthly on the third Wednesday of the month.

A motion to adjourn was made by Eileen MacDougall at 8:10 pm, seconded by Jim Lemay.

Next meeting: June 19, 7 pm, Banda Room, Library

Submitted by,

*Gloria Corcoran*

Gloria Corcoran

Administrative Assistant

Distributed at meeting: Monthly statistics and April Budget