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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, November 20, 2018, 7 pm

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

Absent: Jim Lemay, Kathleen Reynolds

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

Minutes and Financial Report and Monthly Statistics

Eileen MacDougall made a motion to accept the minutes of October 16, 2018, seconded by Jeff Nussbaum. Motion passed with an abstention from Dan Hall and Don Pearson.

Don Pearson made a motion to accept the Financial Report and Circulation Statistics of October 2018, seconded by Dan Hall, motion passed.

Chairman Jeff Nussbaum read the letter from the Massachusetts Board of Library Commissioners announcing that Wilmington Library is certified and eligible to receive the State Aid to Public Libraries award payment of \$13,015.

Directors Report

Mrs. Stewart reviewed her written report. She noted the success of programs that were done in October in collaboration with the Sons of Italy to celebrate Italian-American Heritage month.

There were 72 attendees at the annual Welcome to Wilmington Reception on October 15.

Mrs. Stewart met with Barbara Alevras to confirm the dates for planning meetings and focus groups. The first meeting of the Strategic Planning Committee is in January 29. There will be a focus group with the Trustees and Friends on February 19, 2019.

Mrs. Stewart noted that Danielle Ward presented at a session on new resident receptions at the New England Library Association conference. She also did training for library staff on how to promote service and programs at the service desks.

Mrs. Stewart informed the Trustees that she and Town Manager Jeff Hull met with the President of the AFSCME 2 Union, Brad McKenna who is representing the library staff and the Union's agent on November 1. Another meeting is scheduled for December 4.

Feasibility Study

Mrs. Stewart and Assistant Library Director Charlotte Wood spoke with Andy Barr of Russo-Barr Associates who is conducting the feasibility study. Mr. Barr indicated that adding a large room

on the second floor at the rear of the library can be done but not within the budget available. However, the small room above the stairwell leading to the Children's Room is doable. Mr. Barr indicated that the final report will be provided by November 30. Don Pearson asked about whether there were any other options for expansion. Mrs. Stewart noted that Mr. Barr indicate that adding a room on the first level in the rear of the building may be feasible. Jeff Nussbaum indicated that he would like to hear more about this option. Mrs. Stewart will invite Mr. Barr to attend the next Trustees meeting to answer questions about the results of the feasibility study.

Outdoor Seating Area.

Mrs. Stewart has filed the required paperwork with the Conservation Commission for the outside seating area. This project will be on the Conservation Commission's agenda for the December 5 Meeting.

New Business

The Circulation Policy with updates on the following loan periods was presented to Trustees for approval:

- Hot Books: Loan Period was 7 days and is now 14 days. Overdue fee was 25 cents a day. Overdue fee is now \$1.00 per day with a maximum of \$3.00.
- Video Games: Overdue fee was 25 cents per day and is now \$1.00 per day with a maximum of \$3.00.
- Hot Spots: Loan period was 7 days and is now 14 days. The overdue fee was \$1.00 per day and is now \$5.00 per day with a maximum of \$10.00
- Library Things- loan periods and fines vary.

A motion to approve the updated Circulation Policy was made by Eileen MacDougall, seconded by Dan Hall, unanimous approval. The new fees will go into effect on January 1, 2019.

The Confidentiality Policy was updated for clarity purposes. A motion to approve the updated Confidentiality Policy was made by Don Pearson, seconded by Eileen MacDougall, unanimous approval.

Mrs. Stewart presented FY20 Action Plan. There were some questions about various items. Motion was made to approve the FY20 Action Plan by Dan Hall, seconded by Eileen MacDougall, motion passed.

Mrs. Stewart is working on the FY20 Budget. This is due to the Town Manager's office on November 30. She noted that she plans to request \$5000 for programming in this budget.

The Book Store will be having a holiday open house on December 1, 4 pm to 7 pm.

A motion to adjourn was made by Eileen MacDougall at 8:30 pm, seconded by Don Pearson. Next meeting: December 18, 7 pm, Banda Room, Library

Submitted by,

Gloria Corcoran

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Administrative Assistant

Distributed at meeting: Monthly statistics, October Budget Report