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Megan Delehanty-Coslick
Daniel Hall
James Lemay
Eileen MacDougall
Jeffrey Nussbaum
Donald Pearson

Board of Library Trustees

Board of Library Trustees Meeting Tuesday, November 15, 2022, 7 pm

Present: Megan Coslick, Eileen MacDougall, Jeffrey Nussbaum, Donald Pearson,
Library Director Christina Stewart; Absent: James Lemay and Daniel Hall

Vice Chair Megan Coslick called the meeting to order at 7:10 pm.

Approval of Minutes

Jeffrey Nussbaum made a motion to approve the minutes of September 22, 2022, seconded by Eileen MacDougall, vote unanimous.

Financial and Statistical Report

Jeffrey Nussbaum made a motion to accept the October Financial and Statistical Reports, seconded by Donald Pearson, vote unanimous.

Library Director's Report

Mrs. Stewart reviewed her report. She noted the Halloween Party and Costume Exchange were well received. Four families participated in the Scarecrow Contest. Staff will increase promotion next year to increase participation. Eileen MacDougall, who was a judge, indicated that she thought all four participants should get a prize. Tewksbury Public Library is ahead in the Reading Rivals competition. The competition continues until the day before Thanksgiving.

Youth Services Librarian Nicole Chevalier attended the 2022 New England Library Association Conference in Manchester, N.H. Teen Services Librarian Sara Rottger attended the 2022 New England Chapter of the Association for Information Science and Technology conference in Pittsburgh, PA. Sara has also been selected to be a judge in the 23rd Annual Mass Book Awards for Middle Grade / Young Adult panel. Administrative Assistant Gloria Corcoran is out on medical leave. Library Assistant Circulation/Cataloging Jean Diorio has submitted her resignation. Mrs. Stewart introduced Marketing Librarian Mary Nicholson to the Trustees.

Mrs. Stewart presented the proposal for the purchase of TBS (Today's Business Solutions) to manage computer reservations and computer and mobile printing. She explained the advantages of TBS compared to the current vendors. She noted one significant advantage was that the TBS print release kiosk can handle coins, bills, credit cards and Apple Pay. Mrs. Stewart explained that the upfront cost for this migration that includes installation software and hardware is \$10,358 with an annual cost of \$2,000. In order to expedite the purchase of TBS before the library's mobile printing subscription expires, the two year payment plan was selected with the first year cost of \$4,778 being charged to LIG/MEG. The cost for year two is \$7,859, including the annual fee. Mrs. Stewart requested that the Trustees approve \$5,859 in LIG/MEG funds to be charged in FY24 to pay for the second year cost of TBS. The annual \$2,000 fee will be included in the FY24 Miscellaneous Contractual account for FY24. Jeffrey Nussbaum made a motion

to approve the request to use \$5,859 in LIG/MEG funds for TBS; seconded by Eileen MacDougall; vote was unanimous.

The first meeting for the space redesign project was held with Oudens Ello Architects (OEA) on November 3. The focus of this meeting was to clarify the scope of the redesign project within the context of building challenges, collection size, budget, and timeline for completion. After the architects review and evaluate this information, they will provide a summary of the project goals to make sure we are on the same page and come up with some preliminary concepts for the redesign

New Business

FY24 Action Plan

Mrs. Stewart presented the FY24 Action Plan. Eileen MacDougall asked that the FY24 Action Plan include in person author visits. Mrs. Stewart will add this as an action item. Eileen noted that the Author Alerts service is not consistently alerting her about new books by authors on her list. Mrs. Stewart will follow up with MVLC. Jeff Nussbaum noted that he was pleased to see passport and TSA precheck applications on the FY24 Action Plan. Both Eileen and Jeff indicated that the action items under “personal well-being” were noteworthy.

Trustee Comments

Jeff Nussbaum explained how he used the library’s 3D printer to make a shop vac hose adapter. Jeff will share his experience so that the library can post on social media. Jeff also noted his experience in using a home radon detector. Mrs. Stewart will follow up with the purchase of a radon detector for the library of things.

Don Pearson noted that Fredrik Backman’s new book *The Winners* is a sequel to *Beartown*. Given that these books have a hockey theme, Don noted that they could tie into a themed program series.

Megan Coslick noted that she and her children enjoyed the Magic Show with Ed Popielarczyk. Megan asked about the loan periods for Library of Things. Mrs. Stewart noted that the loan periods were different for various items but that all items except for a few will be changed to two week loans for consistency.

The Trustees Meeting adjourned at 8:15 pm.

Submitted by:

Christina A. Stewart
Library Director

Documents used at the meeting:
October MUNIS Financial Report
October Activity Statistics
Library Director’s Report
FY24 Action Plan

