



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

175 Middlesex Avenue  
Wilmington, MA 01887

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

## Board of Library Trustees

### Board of Library Trustees Tuesday, November 21, 2023, 7 pm Library Banda Room

**Present:** Trustees Jeffrey Nussbaum, Megan Coslick, Daniel Hall, Eileen MacDougall, Jim Lemay and Donald Pearson; Library Director Kate Coraccio, Assistant Library Director Danielle Masterson; Admin Assistant Gloria Corcoran

Chairman Daniel Hall called the meeting to order at 7:05 pm.

**Approval of Minutes:** Jeff Nussbaum made a motion to approve the minutes of October 17, 2023, seconded by Eileen MacDougall, vote unanimous.

**Financial and Statistical Report:** Jim Lemay asked to think about how to better market the Library of Things, ie, put some on display with the binder of the other ones. It was also noted that more digital marketing would benefit the circulation. Don Pearson made a motion to accept the Financial and Statistical Report of October 2023, seconded by Jim Lemay, vote unanimous.

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

Kate Coraccio delivered the report.

The final 4 chairs have been delivered; therefore, finishing the redesign project. Usage of the chairs will be noted and may be moved around to encourage more use. It will be helpful to use this data for the next Strategic Plan. The WML logo has a facelift with colors that match the new redesign colors.

The Assistant Children's Librarian, Amy Caira has resigned and moved. A new librarian has been hired, Victoria Lanzilli to start on November 27<sup>th</sup>.

Staff has started using a new statistics tracker, Gimlet, to record patron interactions. This will assist in providing data-driven decision-making moving forward. It will show categories that the library can focus on.

We will start a new staff scheduling software on December 1<sup>st</sup>. This will aid in scheduling staff and programming, showing staff availability.

Kate discussed various programs and new book releases. We would like to capitalize on current trends. Reading Rivals will end on Wednesday, November 22.

The FY25 Budget will be submitted on December 1. The FY25 Action Plan will be submitted to MBLC December 1. Eileen MacDougall commented that the Action Plan is very forward.

The Strategic Plan is due next year. Barbara Aleveras has been hired to assist in this planning.

**Old Business**

Discussed the Trustee Bylaws including a Library Director contract. The bylaws included “#3 The Board shall execute a written employment contract”

Megan Coslick will draft a letter to the Town Manager about this item in the Bylaws and send to Dan Hall. This will come from the Board. She will send examples of contracts to the trustees. The MBLC references annual review process including notes from trustees and staff. Discussed 6-month probationary review.

**New Business:**

**Public Comments:** None.

**Trustee Comments:**

It was asked if winter hours had any feedback.

Future programs will start at 6:30 pm. Will also ask about feedback.

**Next Meeting:** Tuesday, December 19, 7 p.m.

Eileen MacDougall made a motion to adjourn the meeting, seconded by Jeff Nussbaum. Passed unanimously. Meeting adjourned at 8:20 p.m.

Submitted by,

*Gloria Corcoran*

Gloria Corcoran

“This agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However, the agenda does not necessarily include all matters which may be taken up at this meeting.” Notice of Meetings of the Town Departments and all Town Boards as required by Chapter 30A, Section 20 of the Massachusetts General Laws as enacted by the Acts of 2009, Chapter 28.