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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, June 20, 2023, 7 pm**

Present: Trustees Jeffrey Nussbaum, Megan Coslick, James Lemay, Donald Pearson, Eileen MacDougall, and Daniel Hall, Library Director Christina Stewart, Assistant Director Danielle Masterson, Administrative Assistant Gloria Corcoran.

Chairman Daniel Hall called the meeting to order at 5:31pm.

#### **Approval of Minutes**

Jeff Nussbaum made a motion to approve the minutes of May 16, 2023, seconded by Eileen MacDougall, motion passed, with Don Pearson abstaining.

#### **Financial and Statistical Report**

Mrs. Stewart noted that FY23 materials expenditure reflects an increase for digital materials. Funds were approved for additional purchases for ebooks and audiobooks in the Overdrive and Hoopla accounts. In addition, the library purchased Press Reader, a digital service that includes international newspapers and magazines. Don Pearson made a motion to accept the May 2023 Financial and Statistical Reports, seconded by Jim Lemay, motion passed.

#### **Library Director's Report**

The Summer Reading program kicked off on Saturday June 17 with a comedy juggler for kids and a book brunch for adults with Eileen MacDougall who shared some favorite books to read.

Mrs. Stewart noted that the administration staff has received training in the new MUNIS payroll software. The Town's IT Department is in the process of migrating the library staff's email from MVLC to the Town's domain in order to improve security oversight.

Mrs. Stewart provided an update on the first floor redesign project schedule. Painting is completed and carpeting installation is scheduled for the week of June 26. Furniture delivery will be coming in two shipments. Most of the furniture is scheduled for delivery on July 10 with a few items on August 14. We are still waiting for confirmation on a delivery date for the new shelving. Patrons and staff have adjusted to the move to the second floor for service and operations during the redesign. We hope to reopen the first floor the week of July 17.

The Friends are hosting a Farewell Reception for Tina Stewart on September 15, 2023, from 4-6 pm.

Mrs. Stewart recommended that the Trustees schedule a summer meeting to allow her to provide final project updates before her retirement. The Trustees agreed to meet on Tuesday, August 15 at 7 pm.

### **Old Business**

Mrs. Stewart reviewed the reasons for moving the Youth Services librarians from the current staff office to the Baldwin Room that was created in the stairwell. Assistant Library Director Danielle Masterson noted past problems with the condition of the ceiling leaking and having to empty the portable ac unit and the overcrowded space that was earmarked to be a storage closet on the original plans. Jim Lemay and Jeff Nussbaum expressed concerns about giving up public space for staff space. Megan Coslick noted that providing staff with work space for program preparation was important and Dan Hall noted that low use of the space should be considered when we know there is a defined need for use of that space right now. Dan Hall a motion to convert the Baldwin Room into Youth Services offices. The vote was 5 to 1 (with Jeff Nussbaum voting in opposition) Motion passed.

Mrs. Stewart left the meeting at 6 pm.

### **New Business**

Assistant Library Director Danielle Masterson introduced the Library Director Screening Committee: Assistant Town Manager Susan Inman, Retired Assistant Library Director Charlotte Wood, Trustees Don Pearson and Eileen MacDougall, and Danielle Masterson. She reviewed the screening process for Library Director. There were 10 applicants, 5 were interviewed by the Screening Committee; three candidates were selected as finalists; one candidate withdrew. Two candidates were invited to be interviewed at the June 20 meeting. The questions asked of each candidate are included here.

#### **Library Director Candidate Questions**

Chairman Dan Hall asks the following SAME questions to both candidates to compare answers.

1. What do you think are the major issues facing libraries today?
2. Please describe one or two of the most successful efforts you have been involved with to date and whether you think they would translate to Wilmington.
3. What are some of the first things you would do during your first thirty days on the job?
4. As Library Director, please explain how you would go about meeting and getting to know your constituents (staff, patrons, town officials, etc.)?
5. What aspect of this position would be new to you or the most challenging?

Each Trustee asks one Specific Follow up Questions to Kate-Lynn Coraccio:

Don: Wilmington's demographic is different than Worcester and Natick where you previously worked. How do anticipate adapting to the change in working in a smaller community with less diversity?

Megan: You have experience in a number of libraries, please explain what attracted you to this position and what your long-term career goals are.

Jeff: WML is one of the few libraries in MVLC that has a marketing librarian. You were also a marketing librarian for approximately a year. Please tell us about your experience and your marketing philosophy.

Eileen: You have to make a decision implementing a change for the library, that all staff may not be in favor of, but you know it is best for the community. How would you handle it?

Jim: WML needs to begin working on its next strategic plan. Please tell us about your long-range planning experience.

Each Trustee asks one Specific Follow up Questions to Nathalie Harty:

Don: Have you ever been involved in a book and/or program challenge personally? If someone submitted a challenge, how would you handle it?

Megan: You were library director at Groveland from 2012-2014 and Assistant Library Director in North Andover in 2015. Since 2015, you have not been in an administrative position. Why did you choose a support position, rather than an administrative position, for the past eight years?

Jeff: Tell us about your experience using and/or introducing new technologies.

Eileen: Describe a time when communication skills helped you successfully accomplish a project or a task?

Jim: What did you like best about being a library administrator and what did you like least?

At 6 pm , Kate Coraccio, was interviewed.

At 7 pm Nathalie Harty was interviewed.

From 8 pm to 9 pm, the Trustees discussed the qualifications of both candidates.

Chairman Dan Hall asked if there was a motion to recommend that Town Manager Jeff Hull appoint Kate-Lynn Coraccio to the position of Library Director at Wilmington Memorial Library pending the positive result of employment references; so moved by Eileen MacDougall, seconded by Jeff Nussbaum. Vote was unanimous.

Chairman Dan Hall asked if there was a motion that in the event that Kate-Lynn Coraccio does not accept the offer or is not given the offer by Town Manager Jeff Hull, that the Trustees recommend Nathalie Harty to the position of Library Director. So moved by Jeff Nussbaum, seconded by Eileen MacDougall, vote was unanimous.

### **Trustee Comments**

The Trustees all expressed thanks to the Search Committee for bringing good candidates to the board.

Assistant Town Manager/Human Resources Manager Susan Inman spoke briefly about the next steps.

Motion to adjourn was made by Jeff Nussbaum at 9 pm, seconded by Jim Lemay.

Submitted by:

*Gloria Corcoran*

Gloria Corcoran

Documents used at the meeting:

May 2023 Budget and Activity Statistics  
Library Director's Report