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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, August 15, 2023, 7 pm

Present: Trustees Jeffrey Nussbaum, Megan Coslick, Daniel Hall and Donald Pearson; Library Director Christina Stewart, Admin. Assistant Gloria Corcoran.

Absent: Eileen MacDougall, Jim Lemay.

Chairman Daniel Hall called the meeting to order at 7:04 pm.

Approval of Minutes

Jeff Nussbaum made a motion to approve the minutes of June 20, 2023, seconded by Don Pearson, vote unanimous.

Financial and Statistical Report

Don Pearson made a motion to accept the Financial and Statistical Report of July 2023, seconded by Jeff Nussbaum, vote unanimous.

Library Director's Report

Library Director Tina Stewart reviewed her written report. She provided an update on the first-floor redesign project. The first floor of the library reopened on July 24. All the furniture and shelving has been delivered except for four chairs. The signage is scheduled for delivery on August 22. The OEA project architect is scheduled that day to do a punch list review. Mrs. Stewart acknowledged the library staff who all pitched in to help with redesign project. She also noted the support from the Public Buildings Department.

Mrs. Stewart noted that the Youth Services staff office has been moved to its new space and that the three librarians are very happy.

Town Manager Jeff Hull requested that all Department Heads submit a Cybersecurity Contingency Plan that outlines how operations would be affected in the sudden absence of digital technology, either by a forced shut down, in response to a cyber-attack, or other unknown catalyst. Mrs. Stewart worked with Technology Librarian Brad McKenna and Assistant Library Director Danielle Masterson to develop this plan that was submitted in July.

MVLC E-Cards are now available. Anyone can now apply for and receive a library card from home 24-7 through an automated verification process.

Mrs. Stewart's report included some program highlights from the summer. Despite the threat of rain showers, the annual end of summer bash had 286 attendees. Everyone enjoyed music,

games and food trucks. The rain showers did not start until 7 pm when staff was closing down the event.

Marketing Librarian Mary Nicholson has developed an initiative for National Library Card Sign Up Month. She and Friends President Terry McDermott reached out to local businesses asking for a freebie or a discount on an item when a Wilmington library card is presented. Each week features a special deal from the following: EJ's – buy 2 pizzas, get one free; Josie Bakery – free cookie; MacDonald's – free ice cream cone; Heavenly Donuts – free donut.

Mrs. Stewart and Assistant Library Director Danielle Masterson have developed a digital Library Director's handbook that will be helpful in the transition process for the new library director. A planning list with instructions for recurring annual events has also been developed. Mrs. Stewart noted that the new library director Kate-Lynn Coraccio will begin work on September 14 which allows for two days overlap to introduce her to the library.

New Business

Mrs. Stewart presented an updated Program Policy for Trustees review. Jeff Nussbaum made a motion to accept the policy with the changes, seconded by Megan Coslick, to approve the revised policy, vote unanimous.

Mrs. Stewart presented an updated Youth Safety Policy (previously titled Child Safety Policy) Jeff Nussbaum made a motion to approve the revised policy, seconded by Megan Coslick, vote unanimous.

Dan Hall read the announcement of the appointment of Kate-Lynn Coraccio to the position of Library Director.

Dan Hall noted that the Friends of the Library are hosting a retirement community farewell for Tina Stewart on September 15 from 4-6 pm.

Megan Coslick asked about how the evaluation process for the new library director would work. Don Pearson recommended that Dan Hall contact Assistant Town Manager Susan Inman who oversees the Town's Human Resources Department to discuss this matter.

The Trustees presented Mrs. Stewart with a plant. She thanked the Trustees for all their support during her tenure as Library Director.

Don Pearson made a motion to adjourn the meeting at 8:02 pm. Seconded by Megan Coslick. Motion passed. Next meeting is September 19, 2023 at 7 pm.

Submitted by:

Gloria Corcoran

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Documents used at the meeting:

July 2023 Budget and Activity Statistics
Library Director's Report
Program Policy
Youth Safety Policy