

Wilmington Public Library
Board of Directors
Regular Meeting
October 10, 2022

Roll call and establishment of quorum

Present: Kathy Ryan, KarenAnn Caldwell, Joan Taraskiewicz, Elena Testa, Joy Wrona (joined the meeting late)

Hope Grove and Debra Linares (Co-directors) absent: Rebecca Cartabiano

Call to order 7:03 pm.

A quorum was established.

This meeting was held online via ZOOM.

Minutes: Minutes from the August and Sept. meetings (monthly and special meeting) tabled until November regular meeting.

Elena later made a motion to accept the minutes of the August meeting. Kathy seconded the motion. The motion passed unanimously.

Treasurer's Report:

Rebecca, our treasurer, is absent, but she has reported that the information from the town is late again, so she will update us at the next meeting.

Director's Report:

- *September's raffle brought in \$12.00*
- *One thousand seventy-three patrons used our library in September*
- *One hundred fifty-nine books were purchased.*
- *The summer reading program hosted 26 programs, with 387 participants in attendance*
- *The library has received an EDC BRIG grant of \$15,000.00. (EDC: Economic Development Commission). We have two years to spend it. A discussion ensued about the needs that the EDC grant could help with.*
- *ARPA has reopened applications and we need to decide what improvements we should apply for.*
- *CIP: a walk-through was done on 9/28/2022 and the CIP board now knows what repairs need to be done in this building.*
- *WE need to develop a 5-year plan and a 10-year plan to submit to CIP.*
- *The light pole has been installed out front.*

Communications:

Mary Pat Maloney said that she sent an email to the board using the library website, but the board did not receive it. We are not sure what the glitch was. The email dated Sept. 16, 2022 expressed concerns about the executive sessions the Library Board has held. The public agenda did not specify what the topic was, other than 'personnel issues'.

Mary Pat did not think that there was a good reason for the Executive Session on September 19, 2022 because the motions made after the meeting did not seem to be germane to those personnel issues that would necessitate privacy. KarenAnn reassured Mary Pat there were circumstances that needed to be discussed in private in order to protect employees' privacy.

From the Friends of the Wilmington Public Library

Elena Testa has volunteered to serve as the board liaison to the 'Friends'. She attended their September meeting and reported back to the board:

- *She reviewed the three events the Friends sponsor each year:*
 - *December Craft and Bake Sale*
 - *Mother's Day Bake Sale*

- September Book Sale
- They also sponsor some programs and some purchases for the library
 - They would like to have some feedback on those expenditures
 - They are concerned because the podcast equipment they provided has not been used.
- There is a need for more members, especially more active members.
- They want to stress that the Friends are legally independent from the Board or the Library Director(s).
- There is a need for better communication between the Friends and the Library Staff concerning the roles each could play in cooperation with each other.

Present to Speak:

There was no one present to speak.

CIP/ARPA

We need to review our past proposal to ARPA and decide what to submit for a new round of money the town has received. These monies need to be spent within 2 years.

We also need to devise a 5-year plan to submit to the CIP that will help with building maintenance.

The problem of water freezing on the pavers in front of the entrance was discussed. This would involve the gutters, the downspouts, and the heat tape on the gutters.

A plumber needs to be hired to make sure the drainage from the transformer area is not clogged. Trenching and removing some of the water in the ground in another possible solution.

It was decided that the requests sent to ARPA should center on safety and security needs. These things will be included in the ARPA request:

- *Gutters and downspouts, etc. inspected and repaired (c. \$21,000.00)*
- *A berm, possibly consisting of huge boulders placed at the end of the parking lot, to keep a car from going down the steep slope beyond. (c. \$3,400.00)*
- *Security cameras and lights installed (we already have them) (c. \$2,000.00)*
- *Painting and caulking the exterior wood portions of the windows (c. \$50,457.00)*
- *HVAC maintenance and improvements (outside) (\$3,400.00)*

KarenAnn made a motion to submit the above 5 items to ARPA for the new round of ARPA funding . Elena seconded the motion. The motion passed unanimously.

EDC money:

Use this for solving the problem of water in the basement”

- *Trenching and putting in French drains and cleaning the drains*
- *Using fiber optics to make sure the drainage pipes are clear*
- *This problem has to be solved before the carpeting downstairs can be cleaned or replaced*

CIP requests:

- *Repairing/replacing the roof*
- *Replacing the flooring on the lower level*
- *Weather-stripping the exterior doors*
- *Painting the inside of the building*
- *Washing and then tinting the windows*

Insurance for Directors:

KarenAnn wrote a letter to send to the co-directors, offering them the opportunity to apply for health insurance through the town’s plan. There were no suggestions for revision from the board, so the letter will be sent.

Hiring a Consultant:

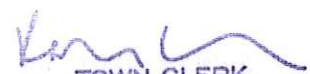
KarenAnn explained that hiring a consultant would be a constructive step towards aligning our library with best practices. An impartial person would be able to advise us without bowing to personality differences. Debbie suggested that we contact the State Library Board to see if their programs could be a help.

*KarenAnn made a motion to adjourn. Elena seconded it. The motion passed unanimously.
The meeting was adjourned at 9:06 pm.
Respectfully submitted,*

*JoAnne Taraskiewicz
Secretary*

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WILLINGTON, CT.

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TOWN CLERK