

# **WFL BOARD OF LIBRARY TRUSTEES MINUTES**

**DAY/DATE: WEDNESDAY, JUNE 14, 2023**

**TIME: 5:30 p.m.**

**LOCATION: Wareham Free Library**

## **1. Meeting to Called Order: 5:31 pm**

- a. Chair Holli Van Nest, Vice Chair Deanne Bonnar, Secretary Sarah Corbitt, Trustees Peter Gold, Nancy Rice, Larissa Fuchs, Director Patrick Marshall, and President of the Friends of the WFL Priscilla Porter were present. Trustee Margit Price was absent.

## **2. Review and Approval of Minutes**

- a. May 10, 2023 Board Meeting Minutes: D. Bonnar moved to approve, S. Corbitt seconded, approved 5-0-1 P. Gold abstained.

## **3. Announcements**

- a. No announcements

## **4. Reports: Friends and Foundation**

- a. Friends: P. Porter reported the Friends voted at their meeting the day prior to give \$4,000 for the operating costs of the Spinney Library. The June book sale will be June 22 - 24. There will be a July book sale but the *August book sale could be impacted by the Library repairs.*
- b. Foundation: P. Marshall reported the Foundation is working on the Bridge the Gap campaign, including the matching grant from the AD Makepeace Company. Elections will be held at the next meeting. H. Van Nest noted that there is now a QR code on the Bridging the Gap sign in front of the Library.

## **5. Director's Report**

- a. P. Marshall shared the summer events calendar, and noted the Library will be hosting the most events ever this year. A pass to the USS Constitution is once again available after having been dropped during COVID. The Garden Club members are weeding the courtyard and helping M. Hickey with the community garden. H. Van Nest suggested since it was the end of the year, it would be a good time to send the Garden Club a thank you note for all they give to the Library. The Board agreed and discussed also sending notes to the Friends and the Foundation.

## **6. Trustee Matters**

### **a. New Business**

- i. Vote on slate of officers for next year - Chair – Holli Van Nest; Vice Chair – Sarah Corbitt; Secretary – Larissa Fuchs: The slate was approved by acclamation.
- ii. Vote on By-laws changes: D. Bonnar moved to approve, P. Gold seconded, approved 6-0-0.
- iii. Review Annual Report to submit for Town Report
  - a. H. Van Nest presented the Library Annual Report that she wrote. There was a general discussion about how long the report should be. D. Bonnar volunteered to work on editing it.

### **b. Old Business**

- i. Follow-up on questions raised at a previous meeting – H. Van Nest and D. Bonnar had met with P. Marshall and reported back on those questions.
  - a. Trustees had requested information on how many new members join the Library each month. P. Marshall said that a more useful number would be the yearly count of new members, which he would be providing in his year-end data report. Currently, the Library has about 12,000 members, which is about half of the population of the Town.
  - b. Trustees occasionally have a need to make copies for events they're participating in. Per P. Marshall, they can make those copies on Library copiers with no need to make an appointment.
  - c. Questions were raised about what kind of orientation materials are given to new Library members, and if the Trustees could be helpful in reviewing and possibly updating them. P. Marshall indicated there is a one-page orientation sheet that is given to new members and no review is needed.
  - d. Trustees had also asked for information on how new Library members are made aware of what the Library has to offer. P. Marshall said events are publicized in the Wareham Week, on the website and on Facebook, and many fliers at the front desk or on the way out. He also stated that the front desk staff are trained to share information with patrons as they are checking out. Trustees indicated they understand how stretched the staff all are, but also raised concerns that had been shared with them that some people have fallen through the cracks. Trustees asked for a reminder for an emphasis on sharing information as people are checking out.
- ii. Progress on Goals
  - i. Discussion of goals for next year and potential Trustees retreat:
    - a. S. Corbitt stated she thought the current goals are good ones and the Board should keep moving forward on them. The rest of the Board agreed.
  - ii. Improve relationship with Town Government
    - a. Discussion with P. Marshall re: his suggestions of what the remaining Settlement Account money in the Trustees account could be used for.
      - i. P. Marshall discussed the remaining money with John Foster, Town Finance Director, who suggested the money should be moved into the Library Gift Account. D. Bonnar moved to transfer the money in the Settlement Agreement account into the Library Gift Account, S. Corbitt seconded, approved 5-0-0.
  - iii. Strengthen communication and partnership among BoLT, the Friends of the Wareham Free Library and the Wareham Free Library Foundation
  - iv. Increase community outreach and awareness of Library
    - a. Report back from community events
      - i. N. Rice reported the Trustees did not have a separate table at the Friends Duck Race as originally planned, but several Trustees volunteered at the event, and it was a great event.

- iii. P. Porter suggested the Board look into hosting a table at the Onset Chalk Festival.
  - b. Report back from Outreach Committee discussions with Community Youth Empowerment, HeadStart and Council on Aging.
    - i. There was discussion about M. Price's report about her meeting with Jowaun Gamble, the Founder and CEO of Community Youth Empowerment.
    - ii. P. Gold said the COA had just hired an outreach coordinator and he would reach out to them.
    - iii. D. Bonnar said she would be attending the next Head Start meeting on Monday, June 19.
  - v. Increase the membership and diversity of BoLT
    - a. New member recruitment
      - i. H. Van Nest reminded the Board that, with the departure of D. Bonnar, it was more important than ever to recruit new Board members.
    - vi. Continued focus on BoLT responsibilities and processes
      - a. Long Range Plan Update – P. Marshall does not think this will be completed until the end of the Summer.
  - c. Any other Trustees business not reasonably anticipated 72 hours prior to the posting of this meeting.
- 7. Public Comment
  - a. None
- 8. Meetings for next year
  - a. The Board will continue to meet the second Wednesday of the month at 5:30 p.m. at the Library.
- 9. H. Van Nest thanked D. Bonnar for her six years of work on behalf of the Library.
- 10. Adjournment

Meetings:

July 12, 2023	August 9, 2023	September 13, 2023
October 11, 2023	November 8, 2023	December 13, 2023
January 10, 2024	February 14, 2024	March 13, 2024
April 10, 2024	May 8, 2024	June 12, 2024

Documents:

- Director's report

- Trustee stats
- Budget
- By-laws

7/19/23

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Date

Holli Van Nest

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Holli Van Nest, Chair