



# WFL BOARD OF LIBRARY TRUSTEES MINUTES

**DATE:** Thursday, March 17, 2022

**TIME:** 4:00pm

**LOCATION:** Virtual – ZOOM Meeting

[https://us06web.zoom.us/j/88301206829?pwd=UT](https://us06web.zoom.us/j/88301206829?pwd=UTNqbmJYNFgxUStaekErMXZzRUMzZz09)

[NqbmJYNFgxUStaekErMXZzRUMzZz09](https://us06web.zoom.us/j/88301206829?pwd=UTNqbmJYNFgxUStaekErMXZzRUMzZz09)

**Meeting ID:** 883 0120 6829 **Passcode:** 210563

**Board Members/Attendees Present:** Melissa Dyer (chair), Joanne Robertson (Vice Chair), Nancy Rice, Margit Price, Holli Van Nest, Deanne Bonnar (arrived 4:33pm), Sarah Corbitt (Candidate).

**Board Members Absent:** Patrick Marshall (Library Director).

**Call to Order:** 4:15pm by M. Dyer.

**Announcements:** Motion by M. Dyer for M. Price to serve as Secretary pro-tem for today's meeting; seconded by J. Robertson; vote 5-0-0.

**Review and Approval of Minutes:** February Minutes discussed/reviewed/edited. Motion by N. Rice to accept February 17, 2022 minutes as amended; seconded by H. Van Nest; vote 6-0-0.

**Public Comment:** Nothing at this time.

## Foundation Report:

M. Dyer gave P. Marshall's report on the Foundation in his absence. The Foundation has several fundraising projects planned for the coming year: A Murder Mystery Night at the Library; Shakespeare in The Park; Author event; Community Comedy Night Fundraiser. The 'Bridging The Gap' campaign will be repeated this summer and they will begin reaching out to sponsors.

## Friends Report:

N. Rice reported for the Friends that last Sunday's orchestra performance at The Redmens Hall was very well attended. It was sponsored by the Cultural Council and tickets sold out. M. Dyer thanked N. Rice for representing the Board at this event.

## Correspondence:

Emails from MBLC continue to be forwarded on by M. Dyer - they provide 'deep dives' on a variety of relevant and interesting topics. H. Van Nest plans to attend the MBLC Legislative Breakfast sponsored by SAILS. Other members of the Board are very much encouraged to review the information as other legislative days will be coming up in April. H. Van Nest, M. Dyer and D. Bonnar all plan to attend the 'Trustee Deep Dive' on Collection Development and Intellectual Freedom. D. Bonnar remarked that the MBLC provides such wonderful training that we should highlight events each meeting as a reminder. Group agreed this would become a future agenda point.

The Board received a 'Thank You' note from the library staff for the restaurant gift card given as a year-end holiday gift. The card had been put to good use and the library staff appreciated the chance to enjoy lunch locally.

## Old Business:

H. Van Nest presented the Recruitment Subcommittee's results to date. Subcommittee consists of H. Van Nest, M. Price and N. Rice with public attendee Sarah Corbitt (Trustee Candidate).

**Review of survey** - M. Price asked if questions that are more inclusive of patrons with special needs (mobility issues, hearing/vision impaired, etc.) should be added. It was agreed that we should amend the present format

to keep the survey short and user friendly. M. Dyer thanked H. Van Nest for coordinating the survey and will discuss with P. Marshall & S. Miller (library staff) how to make it accessible/distribute it to the general public via the WFL website.

**Recruitment of Trustees** – The Recruitment Subcommittee has met briefly virtually on two occasions to discuss strategy and tactics to speed up the recruitment process and attract good candidates. See “Brainstorm Session” notes. Several members identified their priorities as #’s 1, 3 & 4. D. Bonnar noted that if we wanted to diversify the Board and attract men, we should reach out and contact local men’s groups (e.g The Elks, VFW, etc.) S. Corbitt commented that the Elks would be a good start as they are invested in the promotion of literacy. H. Van Nest requested Trustee help in identifying those familiar/having contact with the various groups in town and sending a short list (3) by email to her for the Recruitment Subcommittee’s inclusion in a list of organizations to contact. M. Dyer reminded the Board that we would need to abide by the town’s policies regarding initiatives dealing with the media and that these are typically channeled through P. Marshall. M. Dyer reminded Board that staff of local media publications (Wareham Week, etc.) have a standing invitation to attend the BoLT meetings. H. Van Nest intends to inquire whether a table at the next Town Spring meeting would be possible as part of recruitment campaign (distribute flyer, applications, board orientation packet). Board continued to discuss ways to make the library more visible to the greater community.

### **New Business:**

M. Dyer announced that the YMCA will be hosting a community event - “Healthy Kids Day” - on May 14 from 11am-1pm. The WFL usually has a table there to highlight Story Time, STEM kits, Story Walks, etc. and we need volunteers to staff the table. Please check your calendars to see if you can help.

### **Director’s Report:**

P. Marshall was unable to attend and sent his apologies along with his reports by email prior to the meeting. M. Dyer suggested that if anyone had any questions or comments on the report (see “Documents Used in Meeting”), to please contact him directly or ask for it to be discussed at the next meeting.

### **Trustee Matters:**

M. Dyer announced the schedule for recording minutes for the next 6 months. It is as follows:

**April** - N. Rice      **May** - J. Robertson      **June** - H. Van Nest      **July** - D. Bonnar      **August** - M. Price

Trustee Candidate Sarah Corbitt’s application will added to April’s BoLT meeting for final discussion and vote. The Board members agreed that we hope to soon return to meeting in person at the WFL instead of virtually.

### **Next Meeting:**

Thursday, April 21, 2022, 4:00 p.m. Virtual – ZOOM

\*Monthly meetings are held in the conference room at the Wareham Free Library unless otherwise noted.

**Motion to Adjourn:** 5:47pm by M. Dyer; seconded by J. Robertson; vote 6-0-0.

### **Documents Used in Meeting:**

Wareham Free Library BoLT Minutes (February 17, 2022)

Recruitment Sub-Committee Brainstorm Session notes & revised Survey (H. Van Nest)

Director’s Report March 17, 2022 (February 2022 Statistics)

Expense Report 17-March-22

**Date Signed:** 4/21/2022      **Attest:** 

Melissa A. Dyer, Chair

WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

**Date Copy Sent to Wareham Town Clerk:** 4/22/2022





# WFL BOARD OF LIBRARY TRUSTEES MINUTES

**DATE:** Thursday, February 17, 2022

**TIME:** 4:00pm

**LOCATION:** Virtual – ZOOM Meeting

<https://us06web.zoom.us/j/88301206829?pwd=UTNqbmJYNFgxUStaekErMXZzRUMzZz09>

**Meeting ID:** 883 0120 6829 **Passcode:** 210563

**Board Members/Attendees Present:** Mel Dyer (Chair), Deanne Bonnar, Nancy Rice (arrived 4:16pm), Margit Price, Holli Van Nest, Patrick Marshall (Library Director), Sarah Corbitt (Applicant).

**Board Members Absent:** Joanne Robertson (Vice Chair).

**Call to Order:** 4:05pm by M. Dyer.

**Announcements:** Motion by M. Dyer for D. Bonnar to serve as Secretary pro-tem for today's meeting; seconded by M. Price; vote 4-0-0.

**Review and Approval of Minutes:** Motion by D. Bonnar to accept January 20, 2022 minutes; seconded by N. Rice; vote 5-0-0.

**Public Comment:** M. Dyer introduced S. Corbitt (BoLT Applicant) and asked her to tell us a bit about her interest in being a trustee. She spoke about being a long-time resident of Wareham and a strong supporter of the library. Her career has been in journalism.

## Foundation Report:

P. Marshall (WFL Director) reported that the Foundation did not have a quorum at their last meeting. Appeal letters were sent out at the end of December.

## Friends Report:

N. Rice reported for the Friends that they have increased their donations to the library to \$15,000 for books, \$3,900 for children's programs and \$7,300 for adult programming. They also increased support for museum passes. Group is sponsoring the New England Harp Orchestra in concert at the Redmen Hall. The tickets are free, but there is a limit of 100 that can be in the hall. The Friends have recently published their calendar of events for the coming year. The book cart will reopen on March 1st.

## Correspondence:

M. Dyer noted how active the MBLC is in sending information and announcements of upcoming events. She forwards it all to BoLT. The other correspondence has been thank-you notes.

## Old Business:

The Board discussed how to make the library more visible to the wider community. February is "Love your Library Month." Trustees have been promoting it through pictures and personal statements on "why we love the library?" M. Price suggested that we ask children who attend story hours "why they love the library?" D. Bonnar agreed to attend the Teddy Bear story hour on Tuesday, 2/22/22 to help facilitate the process.

M. Dyer presented the revised survey questionnaire per Board discussion at our January meeting. Discussion of the revisions ensued about the order and phrasing of the questions. H. Van Nest will write up a new draft of the questionnaire to be discussed at the next meeting.

M. Dyer noted that she was still looking for copies of people's "role" acknowledgement forms. They are to be sent to the town hall with a copy to her for the Board files by the next meeting.

### **New Business:**

H. Van Nest stated that it had been hard to get to know each other informally since we meet on Zoom. She is planning to send out a zoom invite to the trustees for a chat about our personal backgrounds and interests. There will be no discussion of the library or BoLT matters.

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

P. Marshall sent reports by email prior to meeting and went over highlights.

- The library continues to increase educational items, computer instructions and programs specifically for teens, in spite of limitations on programming imposed by the recent surge in Covid.
- Programs are being helped financially by the Friends through the end of the calendar year. It is hoped that we can be fully on track this coming year.
- There was a gas leak that necessitated closing the library for a day. The question was raised as to whether the trustees should have been notified.

There were no surprises in the financial report.

- Part-timer staff will be paid out of Foundation funds for the remainder of the year.
- Overall, current year v. last year statistics are hard to compare as the surges in Covid have made this a unique year.

P. Marshall commended the staff for great work in a difficult period.

### **Trustee Matters:**

M. Dyer announced the schedule for recording minutes for the next 6 months. It is as follows:

- |                          |                             |                            |
|--------------------------|-----------------------------|----------------------------|
| • <b>March</b> - M.Price | • <b>May</b> - J.Robertson  | • <b>July</b> - D. Bonnar  |
| • <b>April</b> - N. Rice | • <b>June</b> - H. Van Nest | • <b>August</b> - M. Price |

H. Van Nest raised concerns about recruiting new members for the board. Many ideas offered and it was agreed that a recruitment committee is needed to work between meetings. M. Dyer will investigate process (open meeting laws) and email Board with proper procedures.

### **Next Meeting:**

Thursday, March 17, 2022, 4:00 p.m. Virtual – ZOOM

\*Monthly meetings are held in the conference room at the Wareham Free Library unless otherwise noted.

**Motion to Adjourn:** 5:45 p.m. – made by H. Van Nest; seconded by D. Bonnar; vote 5-0-0.

### **Documents Used in Meeting:**

Wareham Free Library BoLT Minutes (January 20, 2022)

Revised Survey Questions – M. Dyer

Town of Wareham Board of Selectmen "Roles of the Chair and the Clerk"

Director's Report February 17, 2022 (January 2022 Statistics)

Expense Report 17-February-22

Date Signed: 4/1/2022 Attest: Melissa A. Dyer

Melissa A. Dyer, Chair

WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

Date Copy Sent to Wareham Town Clerk: 4/1/2022

## **Brainstorming**

1. **Create handout/flier/brochure of Trustees responsibilities - Create a news hook to use in all our efforts**
2. **Start with your immediate circle of friends and neighbors to see if they're interested**
3. **Get on agendas of different community groups around town – Garden Club, OBA -**
4. Widen that circle to next level – what are the groups that we interact with? Take info to them
5. Make a list of organizations/businesses/POs that we might want to contact and contact them
6. Table at Spring Town Meeting, or at door. Other places we could pass out literature?
7. Unstaffed table at the Library
8. Regularly on FB, and library website
9. Article in Wareham Week and Courier
10. Invite a Wareham Week reporter to a Trustees meeting
11. Town website
12. Get on Select Board agenda to discuss
13. Monthly/Bimonthly Recruitment schedule

## **HOW CAN YOU HELP YOUR LIBRARY???**

The Wareham Free Library Board of Trustees works with the Library Director to support their vision and the direction of the library through input on community involvement, programming, and outreach that meets the needs of Wareham's diverse community.

Board members serve three year terms. Applicants must be registered voters of the town of Wareham and hold a library card.

The Board meets once a month, with occasional subcommittee meetings.

For more information, please contact [insert name of BoLT contact here]





## WAREHAM FREE LIBRARY USER SURVEY

1. How often do you visit/use the services of the Wareham Free Library (WFL) or Spinney Memorial Library?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

2. If you checked "Never" in the question above, please check the answer below that most closely matches your reason.

- ☐ Don't need to use the library
- ☐ Use the Internet or personal device
- ☐ Buy or rent materials
- ☐ Don't enjoy reading
- ☐ Too busy
- ☐ Doesn't offer services I need
- ☐ Other:

3. What current services offered at the WFL might interest you? (Check all that apply)

- ☐ Checking out books - children, young adult or adult fiction and non-fiction
- ☐ Checking out DVDs or Blue-ray media
- ☐ Using the newspaper and/or magazine collection
- ☐ Public computer
- ☐ Public Wi-Fi
- ☐ Children's program services (story time, Kanopy Kids, STEM activity kits, clubs)
- ☐ Adult Program services (concerts, lectures, book groups, clubs, etc.)
- ☐ Technology services/computer classes
- ☐ Reading Partners - English as a Second Language
- ☐ Libby/Overdrive digital services
- ☐ Hoopla digital services
- ☒ Ancestry.com - Library Edition
- ☐ Museum Passes
- ☐ Stone Research room
- ☐ Other:

4. Which of the following services would interest you if offered at the WFL?  
(Check all that apply)

- ☐ Introduction to using Libby and Hoopla e-book app
- ☐ Teen/Adult Educational/Career Services
- ☐ More diverse Museum Pass selection
- ☐ Expanded DVD/Blue-ray collection
- ☐ Tumble Book or Tumble Math e-book access
- ☐ Learning Express Library access (K-12 , SAT/AP prep, US Citizenship test, Career test prep/exams)
- ☐ Expanded collection of items for checkout (binoculars, knitting needles, musical instruments, tools - drill/wrench set, puppets, etc.)
- ☐ Extended Stone Research Room hours
- ☐ Financial Literacy Services (improving your credit score, budgeting)
- ☐ Other:

5. Why do you LOVE the WFL? \*

6. What would like to see in the future at the WFL? \*

7. If we offered Open Houses to find out more, would that interest you?

8. With which gender do you most identify?

- ☐ Male
- ☐ Female
- ☐ Transgender Male
- ☐ Transgender Female
- ☐ Gender Variant/Non-Conforming
- ☐ Not listed
- ☐ Prefer not to answer

9. With which race/ethnicity do you identify? (check all that apply)

- ☐ Hispanic or Latino
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Asian



- ☐ American Indian or Alaska Native
- ☐ White, Not Hispanic or Latino
- ☐ Two or More Races
- ☐ Prefer not to answer

10. Please check the appropriate age bracket below. \*

- ☐ 0-18 years
- ☐ 19-29 years
- ☐ 30-39 years
- ☐ 40-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years
- ☐ Prefer not to answer

11. Would you be interested in participating as a library volunteer in one of the following capacities? (Check all that apply)

- ☐ WFL Board of Library Trustee
- ☐ Friend of the WFL
- ☐ Foundation Member
- ☐ Page
- ☐ Program assistant/leader
- ☐ Special event staff
- ☐ Other:

12. Would you like to be contacted about volunteering? \*\*

Name \_\_\_\_\_

Contact phone or e-mail \_\_\_\_\_

13. Would you like to receive a monthly newsletter about books, series and events? \*\*

Name \_\_\_\_\_

E-mail \_\_\_\_\_

\*\* We will not use your contact information for any purposes outside of the library. We will not share or sell your information.

Thanks for participating!

The Trustees and Staff at the Wareham Free Library



Director's Report  
March 17, 2022

2/16/22 – Heat in the office area/ back room area out. Municipal Maintenance in to fix.  
2/22/22 – Meet with program director for local Audubon. Looking to have some joint programs, lectures and possible story walks at sites around town.  
2/22/22 – Attend Special Town Meeting.  
3/1/22 – Leak in large window in meeting room detected. Municipal Maintenance came in to evaluate.  
3/1/22 – Attend networking group meeting.  
3/2/22 – Attend Foundation Meeting  
3/3/22 – Attend Finance Committee meeting regarding FY 23 budget.  
3/8/22 – Attend Friends of the WFL meeting.  
3/11/22 – Meet with Board Members H. Van Nest and M. Price for tour of library. Was fun for me (and hopefully for them) getting to know each other better. If any other Board members would like to meet up, please let me know.  
3/14/22 – Masks no longer mandatory in library.

**Staff** – Nothing to report. Library fully staffed.

**Building and Grounds** – Leak in the meeting room window discovered. Municipal Maintenance came in to look at it. First storm this year that water was detected in that space. I have not heard anything back yet. Staff and I are working on cleaning out the staff work room. A lot of items have piled up over the past few years and we are hoping to make the area more user- friendly.

**Programs** – The Children's Librarian and I are working on plans for programs through the fall. A full summer reading program is planned and the library will be also hosting a summer concert series this summer. Details to come but the first adult program will be on April 13<sup>th</sup> and will be Native Plants Gardening. Story hours for kids will also continue through May. Stephen Lewis will have a poster display titled "Ban the Bomb" in the meeting room for the month of May. This event is funded through the Mass Cultural Council. The library purchased an Ellison Die Cut machine. This will allow library staff to cut out multiple letters, numbers and shapes at a time to help with crafts and projects. Currently, everything is done by hand.

**Budget** – The current budget may be a bit tight with the unexpected rise in fuel costs. I've held back on some purchases from the town funded budget in order to make sure we have enough. Other than that, everything else is on track with the FY 22 budget and our spending for materials in on track to meet requirements. FY 23 presentation went well with Finance Committee. Some good questions asked and the budget proposed does meet the certification requirements for next year.

**Other** – We have just about added in to the system all of the museum passes that were purchased by the Friends. Once we are finished, we will have a full advertising campaign to let residents know what is available. New passes include Isabella Stewart, Old Colony Museum, Boston Children's Museum and Roger Williams Zoo. The staff and I have placed signs on the tables along the back of the library and in the reference area stating that the limit is 4 people per table. We are doing this to help control the teens that come in during the afternoon. Some patrons trying to work have complained of the noise and crowds. Library is working with Piper Mountain Web to design a new website for us. Rough draft is expected soon. (The Friends and Foundation currently have an old version of a Piper Mountain website)

Respectfully Submitted  
Patrick W. Marshall





Expense Report
17-Mar-22

General Fund					
Account	Line Item	Amnt Budgeted	Amnt. Spent	Amnt Remaining	Percentage
511000 **	Library Salaries Regular	\$ 249,875.95	\$ 170,948.11	\$ 78,927.84	68.41%
512000	Library Salaries Part Time	\$ 21,735.00	\$ 21,487.31	\$ 247.69	98.86%
	<b>Total Salary</b>	<b>\$ 271,610.95</b>	<b>\$ 192,435.42</b>	<b>\$ 79,175.53</b>	<b>70.85%</b>
521000	Electricity	\$ 31,000.00	\$ 27,877.96	\$ 3,122.04	89.93%
521200	Natural Gas	\$ 10,000.00	\$ 7,505.35	\$ 2,494.65	75.05%
523000	Water	\$ 1,400.00	\$ 766.12	\$ 633.88	54.72%
523100	Sewer	\$ 1,300.00	\$ 1,292.00	\$ 8.00	99.38%
524400	Rental/ Leased Equip	\$ 2,500.00	\$ 1,647.00	\$ 853.00	65.88%
530200	Data Processing	\$ 18,000.00	\$ 17,135.06	\$ 864.94	95.19%
542000	Library Office Supplies	\$ 1,000.00	\$ 978.78	\$ 21.22	97.88%
543100	Library Alarms	\$ 1,700.00	\$ 1,188.00	\$ 512.00	69.88%
551100	Books & Subscriptions	\$ 6,668.00	\$ 3,504.37	\$ 3,163.63	52.56%
57100	Library Travel	\$ 246.00	\$ -	\$ 246.00	0.00%
	<b>Total Expense</b>	<b>\$ 73,814.00</b>	<b>\$ 61,894.64</b>	<b>\$ 11,919.36</b>	<b>83.85%</b>
	<b>TOTAL BUDGET</b>	<b>\$ 345,424.95</b>	<b>\$ 254,330.06</b>	<b>\$ 91,094.89</b>	<b>73.63%</b>

Other Funds					
Account	Fund	FY Start Amount	Deposits	Expenditures	Balance
	Library Grant (State Aid)	\$ 52,178.77	\$ 18,789.06	\$ 15,091.89	\$ 55,875.94
	Library Gift	\$ 5,772.69	\$ 2,078.00	\$ 4,293.52	\$ 3,557.17
	Library Revolving	\$ 5,105.41	\$ 3,358.34	\$ 1,575.30	\$ 6,888.45
	Spinney Gift	\$ 1,634.68	\$ 1,500.00	\$ 2,500.23	\$ 634.45
	Library Foundation	\$ 37,375.90	\$ -	\$ 16,209.24	\$ 21,166.66
	Gift Library Friends	\$ 6,209.41	\$ 7,500.00	\$ 3,058.60	\$ 10,650.81

\*\* 1.95 CRT Transaction 8/13/22





**WFL Library Statistics  
FISCAL YEAR 2022**

Database Name	July	August	September	October	November	December	January	February	March	April	May	June	Total
SAILS Circulation	7,992	7,607	6,726	6,507	7,124	6,075	6,205	6,811					55,047
HOOPLA: Audio	35	30	27	36	29	36	36	35					264
HOOPLA: Music	3	5	7	8	11	9	8	7					58
HOOPLA: ebooks	17	23	28	22	26	26	27	36					205
HOOPLA: Comics	-	5	-	1	3	-	1	8					18
HOOPLA: Movies	3	3	1	4	4	5	4	7					31
HOOPLA: TV Series	11	6	6	6	16	15	5	5					70
Kanopy (Plays)	-	-	-	-	32	32	73	96					233
Overdrive: ebooks	739	876	783	856	787	825	1,007	898					6,771
Overdrive: Audio	530	537	526	520	495	478	507	468					4,061
Overdrive: Video	-	-	-	4	-	4	-	2					10
Overdrive: Magazine	47	55	32	60	28	18	55	35					330
<b>TOTAL CIRCULATION</b>	<b>9,377</b>	<b>9,147</b>	<b>8,136</b>	<b>8,024</b>	<b>8,555</b>	<b>7,523</b>	<b>7,928</b>	<b>8,408</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,098</b>
Novelist (Requests)	-	4	-	10	4	25	7	4					54
Ancestry (Unique Searches)	381	632	448	572	246	497	980	23					3,779
Gale Databases													-
Door Count of Library	3,629	3,610	4,014	3,944	3,709	3,515	2,608	2,958					27,987
J Programs held	2	4	7	9	6	2	-	8					38
J Program Attendance	15	44	21	111	69	28	-	88					376
J Virtual Programs Held	-	-	-	-	-	-	-	-					-
J Virtual Program Attendance	-	-	-	-	-	-	-	-					-
A Programs Held	1	-	-	-	1	3	6	6					17
A Program Attendance	4	-	-	-	44	255	25	19					347
A Virtual Programs Held	-	-	3	-	4	1	-	2					10
A virtual Program Attendance	-	-	4	-	7	3	-	-					14
Public Use Of Computers	261	315	284	248	276	264	221	251					2,120
Hours of Public Computer Use	168	196	157	157	163	170	139	163					1,313
Total Reference	384	500	348	169	356	271	251	333					2,612
Technology Assistance	85	141	82	26	103	82	33	113					665
Meeting Room Use	2	3	12	18	16	20	13	10					94
Total Number of Volunteers	-	-	4	6	4	4	4	4					26
Total Number Volunteer Hours	-	-	51	38	21	25	15	9.5					160
Director Hours				160	136	152	184	141					773
Director Hours on Desk				98	54	36	32	45	23				288

