

WFL BOARD OF LIBRARY TRUSTEES MINUTES



DATE: Thursday, April 21, 2022

TIME: 5:15pm

LOCATION: Virtual – ZOOM Meeting

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

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

Board Members/Attendees Present: Melissa Dyer (Chair), Joanne Robertson (Vice Chair), Deanne Bonnar, Nancy Rice, Margit Price (left at 6:21pm), Holli Van Nest, Patrick Marshall (Director).

Board Members Absent: Sarah Corbitt (Trustee applicant).

Call to Order: 5:23pm by M. Dyer.

Announcements: Motion by M. Dyer for N. Rice to serve as Secretary pro-tem for today's meeting; seconded by M. Price; vote 6-0-0.

H. Van Nest shared information about the SAILS Virtual Legislative Breakfast she attended – lots of representation, but primarily older Caucasian women, so lacked in diversity.

H. Van Nest also attended an MBLC virtual event: "Challenges to Library Policies." This discussion focused on and encouraged trustee support and execution in their libraries of an anti-hate/anti-racism stance. Robin Robinson (Wellfleet Library) suggested that trustees create statements in support of diversity and inclusion. H. Van Nest suggested that the trustees research current local library policies/statements and send them to her to compile. Once the trustee statement is narrowed down, trustees will run it by Patrick and then present it to the Town Administrator/BoS for approval before posting to WFL website.

M. Dyer reminded group about YMCA "Healthy Kids Day" on May 14 from 11am-1pm. Trustees, Friends and staff will staff a table to highlight Story Time, STEM kits, Story Walks, programs, events, etc. Any and all help appreciated.

Review and Approval of Minutes: March Minutes reviewed and discussed. Motion by D. Bonnar to accept March 17, 2022 minutes; seconded by H. Van Nest; vote 6-0-0.

Public Comment: Nothing at this time.

Foundation Report:

P. Marshall reported that the Foundation will be hosting a comedy fundraiser on Saturday, June 11 at Stone Path Malt at 7pm. The event will feature local comedians, which will help raise money for the Wareham Free Library. Tickets for the event are \$25, a pub menu is available with cash bar and silent auction. The event is for patrons who are over the age of 21. The doors will open at 6 o'clock.

The "Bridge the Gap" campaign will start up again this summer.

Friends Report:

N. Rice reported for the Friends:

- The March book sale brought in \$1018.00. Priscilla distributed sign-up sheets for the April book sale (April 21 – April 23, setup April 20) which started today.
- The BoS accepted a donation to the Wareham Free Library in the amount of \$2,000.00 from Friends of the Wareham Free Library for the operating expenses for the Spinney Memorial Branch of the Wareham Free Library.
- The Community Events Committee (CEC) reimbursed the FWFL \$4094.

- From the Richard Wheeler funds, \$152.00 was spent to purchase children’s books related to the environment.
- The FWFL donated \$2870.00 to the library for museum passes.
- The FWFL received \$5270.00 for advertising in a grant from the CEC.
- The Annual Friends Duck Race is May 29th. Hours, 11am – 1pm. There will be gift certificates from Kool Kone as prizes. Priscilla is looking for volunteers to help with the event.
- Priscilla shared a thank you letter from the BOS for the \$7500.00 donation the FWFL made to the library.

Correspondence:

Emails from MBLC continue to be forwarded on by M. Dyer - they provide ‘deep dives’ on a variety of relevant and interesting topics.

Old Business:

Patrick and Steven working on how to integrate completed library patron survey with website.

New Business:

Highlighted upcoming MBLC/ALA trainings.

Tabled discussion of the WFL BoLT email address and access until May meeting.

Director’s Report:

P. Marshall highlighted key points from the Director’s documents (see “Documents Used in Meeting”):

- Tentative facility dates for the Spinney Library (June 7 to end of September) and revised branch hours: Tuesdays from 9am-1pm (Spinney) and 12-8pm (Main Branch); Thursdays from 9am-1pm (MB) and 1-5pm (Spinney). Programs will be set up at Spinney including M. Hickey’s story hours and children’s programs. S. Miller may offer tech classes and a book discussion group. Spinney may be open on May 14 for “South Coast Spring Arts” with the OBA. Parking availability in Onset was discussed. Proposal to close main library on Saturdays in July and August.
- New computers were purchased with assistance from the Foundation.
- At the Foundation's behest, the WFL sent a letter to the Foundation to request their annual donation to support the library/library services. The letter will be presented at a future BoS meeting for approval.
- The PEEP diorama competition has been very successful.
- To notify community of library events, email addresses are being collected.
- Patrick explained the staff chain of command re: projects and asked trustees to use – please go to Patrick with requests and allow him to assign to the library staff versus asking the staff individually for their assistance.

Trustee Matters:

Recruitment:

H. Van Nest presented the subcommittee’s results to date as it continues to meet re: strategy and tactics in recruitment process.

- Reviewed and discussed compiled list of “Organizations” that had been forwarded by individual trustees to the committee for exploration in recruitment process. Trustees asked to identify 5 organizations to contact to increase library’s visibility and need of members to the greater community. A few trustees committed to reaching out to noted organizations (MP – Wareham Garden Club; HVN-GSA, Oak Grove Cape Verdean Cultural Center, OBA; MD – BBC, local community boards, WACA, low income HOAs).

- Subcommittee consists of H. Van Nest, M. Price and N. Rice with public attendee S. Corbitt (Trustee Candidate) – this will change should S. Corbitt be appointed to Trustees in compliance with open meeting law. Subcommittee will meet again the week of 5/9/22.
- A “Response to Trustee Enquiry” response has been created and put forward for review and discussion.
- M. Dyer updated recruitment flyer with new email contact information. Trustees have a newly created town email address.
- Moderator for Town Meeting given permission to BoLT to put recruitment flyer and committee application on “warrant” table for distribution the evening of Monday, 4/25 during Town Meeting Check-in.

Trustee Candidate Application: Trustee Candidate Sarah Corbitt’s application was reviewed and discussed. Motion to recommend Sarah to the BoS made by J. Robertson; D. Bonnar seconded; vote 5-0-0 to forward BoLT recommendation to BoS.

Revolving Minutes Duties: M. Dyer announced the schedule for recording minutes for the next 4 months to be as follows:

May - J. Robertson **June** - H. Van Nest **July** – Secretary or D. Bonnar **August** – Secretary or M. Price

Next Meeting:

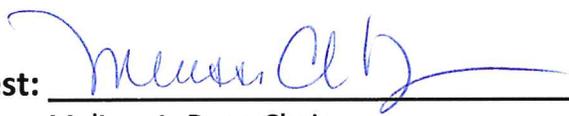
Thursday, May 19, 2022 at 4:30 pm at the WFL branch. The Board members agreed that it’s time to return to meeting in person at the WFL instead of virtually.

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

Motion to Adjourn: 6:59pm by D. Bonnar; seconded by J. Robertson; vote 5-0-0.

Documents Used in Meeting:

- Wareham Free Library BoLT Minutes (March 17, 2022)
- Recruitment Sub-Committee Brainstorm Session notes (Organization Opportunities..., Response to Trustee Enquiry email/letter, (H. Van Nest)
- Director’s Report April 21, 2022 (March 2022 Statistics & Fiscal Year 2022 Statistics)
- Expense Report 21-April-22

Date Signed: 5.19.2022 **Attest:**  _____
 Melissa A. Dyer, Chair
 WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

Date Copy Sent to Wareham Town Clerk: 5.20.2022

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=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

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]

2022 WFL BoLT – ORGANIZATIONS TO APPROACH FOR RECRUITMENT

- Buzzards Bay Coalition
- Community Boards & Calendars (physical and virtual)
 - Burbio Calendar (recruitment event)
 - Shaws
 - Stop & Shop
 - Wareham Chatters
 - Wareham Week
- Council on Aging
- Elks Club
- Elks Lodge # 73
- Friends of the Wareham Free Library
- Girl Scouts of Eastern MA – Volunteer Support Specialist or Wareham area Service Unit Team
- Head Start
- Improved Order of Red Men
- Marion Institute (food insecurity)
- Oak Grove Cape Verdean Cultural Center
- Onset Bay Association
- Pythagorean Lodge (Knights of Columbus)
- Social Harmony Temple (Masons)
- VFW
- Wareham Area Clergy Association
- Wareham Garden Club
- Wareham High School Alumni Association
- Wareham Historical Society
- Wareham Village Association
- WPS School District
 - Elementary PTA
 - Honor Society (JHS & HS); DECA & Key Club
 - ORR and Wareham K-12 virtual community boards
 - School libraries (for contacts with interested parents?)
- Wareham Community HOA's
 - Brandy Hill
 - Union Pond
 - Woods at Wareham

Response to Trustee Enquiry

Dear

Thank you so much for your interest in becoming a Trustee for the Wareham Free Library.

The role of the Library Board of Trustees is to support Wareham Free Library in a variety of ways – by providing input on community involvement, working on library policies and advocating for the library and its role in our community. If you love books and reading and want to support our library, the Board of Trustees is a good place for you!

We are happy to discuss any questions you may have either by email or, if you prefer, phone, in which case please supply us with the best number and time to reach you.

Meanwhile, you may find it helpful to go to the library website where there is more information on the role of Trustees, the current Trustees and other related information.

<https://warehamfreelibrary.org/board-of-trustees/>

The Trustees meet at monthly meetings where the public is welcome to attend – feel free to do so and do let me know if you plan to be there so we can introduce you to the Board.

Our next meeting is on (State date, venue, time)

Kind regards,

Name.....

Trustee, The Wareham Free Library

Director's Report
April 21, 2022

4/21/22 – Leak discovered in Conference Room. Director bravely climbed into the attic, fighting off a giant bug, and discovered that a technical looking piece on the HVAC had rotted out. Municipal Maintenance is waiting for HVAC person to come in and fix.

4/24/22 – Meet with Assistant Town Accountant to go over running reports and other items on the Town's system.

5/1/22 – Attend Zoom session 1 of the MBLC PR Committee's "Marketing to a Diverse Population" workshop.

5/5/22 – Zoom workshop on Google Docs through SAILS.

5/6/22 – Attend WFL Foundation meeting

5/7/22 – Meet with ED of Wareham Land Trust to talk about some joint programming this summer.

5/11/22 – Attend MLS Executive Board Meeting

5/12/22 – Department Head Meeting

5/12/22 – Friends of WFL Monthly Meeting.

5/13/22 – SAILS Membership Meeting in Somerset.

5/13/22 – Native Plants Workshop program – 46 people attended

5/15/22 – Session 2 of MBLC "Marketing to a Diverse Population" workshop.

Staff – Nothing to report.

Building and Grounds – Did you hear how the Director bravely fought off a giant bug to find the cause of the leak in the attic? Speaking of bugs, we have discovered a termite issue with the building. MM and I are getting quotes. This is an issue that MM will need to handle as the library does not have anything budgeted for it. I have made them aware of the problem.

Programs – M. Hickey continues to offer two story hours a week through May. Peeps Diorama contest has proven to be a hit with at least 22 entries. There are some great programs coming up in May including an author talk with Kerrin Willis on the 4th, a Victorian Courtship Tea on the 16th and a special concert on Sunday the 29th from North Sea Gas. Friends will be doing their duck race also on the 29th but earlier in the day. Foundation has a comedy show fundraiser planned for June 11th. Details to follow

Budget – Town Meeting to approve the FY 23 budget on April 25th. In addition, there should be some transfers made to supplement the current salary line item. Friends have donated \$7,500 for library materials and we are on track to spend the required amount for certification. I am also putting in a request to the Foundation for a donation to cover part time salaries.

Other – I was asked to fill an opening on the Executive Board for MLS. I am an original Board member from when the organization was created by the merger of the former regional systems. Their bylaws call for filling an unexpected opening with a prior board member. I have also been asked to be on the SAILS Executive Board, representing libraries in the 15,000 to 24,000 population and specifically placed on the Budget Committee.

Respectfully Submitted
Patrick W. Marshall

Expense Report

21-Apr-22

General Fund

Account	Line Item	Amnt Budgeted	Amnt. Spent	Amnt Remaining	Percentage
511000 **	Library Salaries Regular	\$ 249,875.95	\$ 196,799.44	\$ 53,076.51	78.76%
512000	Library Salaries Part Time	\$ 21,735.00	\$ 21,487.31	\$ 247.69	98.86%
	Total Salary	\$ 271,610.95	\$ 218,286.75	\$ 53,324.20	80.37%
521000	Electricity	\$ 31,000.00	\$ 30,715.37	\$ 284.63	99.08%
521200	Natural Gas	\$ 10,000.00	\$ 11,834.50	\$ (1,834.50)	118.35%
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	\$ 1,830.00	\$ 670.00	73.20%
530200	Data Processing	\$ 18,000.00	\$ 17,135.06	\$ 864.94	95.19%
542000	Library Office Supplies	\$ 1,000.00	\$ 980.01	\$ 19.99	98.00%
543100	Library Alarms	\$ 1,700.00	\$ 1,245.00	\$ 455.00	73.24%
551100	Books & Subscriptions	\$ 6,668.00	\$ 3,504.37	\$ 3,163.63	52.56%
57100	Library Travel	\$ 246.00	\$ -	\$ 246.00	0.00%
	Total Expense	\$ 73,814.00	\$ 69,302.43	\$ 4,511.57	93.89%
	TOTAL BUDGET	\$ 345,424.95	\$ 287,589.18	\$ 57,835.77	83.26%

Other Funds

Account	Fund	FY Start Amount	Deposits	Expenditures	Balance
	Library Grant (State Aid)	\$ 52,178.77	\$ 18,789.06	\$ 19,850.37	\$ 51,117.46
	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	\$ 2,872.48	\$ 262.20
	Library Foundation	\$ 37,375.90	\$ -	\$ 20,514.20	\$ 16,861.70
	Gift Library Friends	\$ 6,209.41	\$ 7,500.00	\$ 7,012.95	\$ 6,696.46

** 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	7,882				62,929
hOOPLA: Audio	35	30	27	36	29	36	36	35	49				313
hOOPLA: Music	3	5	7	8	11	9	8	7	13				71
hOOPLA: ebooks	17	23	28	22	26	26	27	36	32				237
hOOPLA: Comics	-	5	-	1	3	-	1	8	5				23
hOOPLA: Movies	3	3	1	4	4	5	4	7	7				38
hOOPLA: TV Series	11	6	6	6	16	15	5	5	6				76
Kanopy (Plays)	-	-	-	-	32	32	73	96	46				279
Overdrive: ebooks	739	876	783	856	787	825	1,007	898	1,032				7,803
Overdrive: Audio	530	537	526	520	495	478	507	468	529				4,590
Overdrive: Video	-	-	-	4	-	4	-	2	-				10
Overdrive: Magazine	47	55	32	60	28	18	55	35	28				358
TOTAL CIRCULATION	9,377	9,147	8,136	8,024	8,555	7,523	7,928	8,408	9,629	-	-	-	76,727
Novelist (Requests)	-	4	-	10	4	25	7	4	-				54
Ancestry (Unique Searches)	381	632	448	572	246	497	980	23	107				3,886
Gale Databases													-
Door Count of Library	3,629	3,610	4,014	3,944	3,709	3,515	2,608	2,958	4,481				32,468
J Programs held	2	4	7	9	6	2	-	8	12				50
J Program Attendance	15	44	21	111	69	28	-	88	144				520
J Virtual Programs Held	-	-	-	-	-	-	-	-	-				-
J Virtual Program Attendance	-	-	-	-	-	-	-	-	-				-
A Programs Held	1	-	-	-	1	3	6	6	8				25
A Program Attendance	4	-	-	-	44	255	25	19	142				489
A Virtual Programs Held	-	-	3	-	4	1	-	2	1				11
A virtual Program Attendance	-	-	4	-	7	3	-	-	4				18
Public Use Of Computers	261	315	284	248	276	264	221	251	383				2,503
Hours of Public Computer Use	168	196	157	157	163	170	139	163	232				1,545
Total Reference	384	500	348	169	356	271	251	333	509				3,121
Technology Assistance	85	141	82	26	103	82	33	113	129				794
Meeting Room Use	2	3	12	18	16	20	13	10	14				108
Total Number of Volunteers	-	-	4	6	4	4	4	4	3				29
Total Number Volunteer Hours	-	-	51	38	21	25	15	9.5	17				177
Director Hours			160	160	136	152	184	141	152	184			1,109
Director Hours on Desk			98	98	54	36	32	45	23	28			316

