



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thurs. September 16, 2021

TIME: 5:00 pm

LOCATION: Wareham Free Library Main Branch

Virtual - ZOOM Meeting

Register in advance for this meeting:

[https://zoom.us/meeting/register/tJMpdO6gqj0iGdZodTuoQWkD42gZeBfXP9lb](https://zoom.us/join/zoom/register/tJMpdO6gqj0iGdZodTuoQWkD42gZeBfXP9lb)

After registering, you will receive a confirmation email containing information about joining the meeting.

Board Members/Attendees Present: Melissa Dyer (Chair), Aprilleigh Lauer (Secretary), Deanne Bonnar, Nancy Rice, Margit Price (Pending member, virtual - left 5:40 pm), Holli Van Nest (Candidate), Patrick Marshall (Library Director), Judith Whiteside (Selectman Representative, virtual - left 5:45 pm), Joanne Robertson (Vice Chair, arrived 5:38 pm)

Board Members Absent: None.

Call to Order: 5:10 pm by Mel D.

Review and Approval of Minutes:

Motion to accept August minutes made by Nancy R.; seconded by Aprilleigh L.; vote 4-0-0.

Announcements: Nothing at this time.

Public Comment:

Holli Van Nest announced she had a petition for town meeting that those attending in agreement could sign after the meeting.

Friends and Foundation Report:

The Friends current general bank balance is \$50,018.06. The Imagination Library balance is \$15,390.29. The next book sale is September 23 - 25 (Thurs. - Sat.) with set-up on September 22. Help is always needed.

The Friends will sponsor a raffle during the October book sale with the drawing to be held at the holiday book sale. They also have a free outdoor harp concert at Redmen Hall planned for March 13, 2022.

Mel D. reported the Foundation will have an update of where they are on October 1. They will be meeting the first Wednesday of every month at 4:00 pm. Liz Wiley has stepped down as Chair.

Correspondence: Mel D. continues to forward emails from the MBLC and others as appropriate.

Old Business:

The Board worked on the welcome packet for new members. Grammatical changes were made to the Job Description, and we added "Support for the mission of the Board of Trustees as found in the bylaws." Mel D. asked that members who have not yet done so send her a two-line introduction with a photo for the web site. Deanne B. is to write a short description of BoLT for the packet ("3-legged stool").

Mel D. also reminded members who were not up to date on their ethics (Conflict of Interest Law) training that it must be completed by the next meeting. A copy should be sent Mel, who will keep a copy for our files and also send a copy to the Town.

New Business:

Mel D. reported the Mattapoisett Library is recruiting teens as advisory members. The Board members agreed that this might be a good idea for WFL as well and will use the Mattapoisett flyer (see attached) as a model to begin recruiting.

A new BoLT application by Dawn Tenney will be forwarded to all members.

Director's Report:

Patrick M. submitted his Director's Report for August. We are once again getting SAILS deliveries five days a week and programs are being expanded in every department. The meeting room is available for booking again, but limited to groups open to the public

He has scheduled Christopher Daley, an historian, for a special program on Monday, November 15, and is working on booking a Celtic Harpist for a possible solstice program in December.

Trustee Matters:

The Board reviewed the updated Bylaws and made some changes to the paragraph describing the length of a trustee's terms of office to ensure greater clarity. Motion to approve the final wording made by Aprilleigh L.; seconded by Deanne B.; vote 5-0-0.

Motion that we recommend Holli V.N. to the Board of Selectman as a new Trustee made by Joanne R.; seconded by Aprilleigh L.; vote 5-0-0.

Recording of the minutes:

October - Margit P.

November - Nancy R.

December - Joanne R.

January - Aprilleigh L.

February - Deanne B.

Next Meeting:

Thursday, Oct. 21, 2012 at 5:00 pm at the Wareham Free Library (main branch).

Motion to Adjourn: 7:08 pm - made by Nancy R.; seconded by Deanne B.; vote 5-0-0.

Documents Used in Meeting:

Wareham Free Library BoLT Minutes (August 19, 2021)

Trustee Onboarding/Orientation Packet:

Orientation/Onboarding Steps

Wareham Free Library Trustee Job Description (DRAFT 3)

Trustee/Library Staff Bios

Director's Report September 16, 2021 (August 2021 Statistics)

Teen Advisory Board Members NEEDED Flyer (Mattapoisett Free Library)

The Wareham Free Library Board of Library Trustees Bylaws (2021)

Date Signed: 11/18/2021

Attest: 

Melissa A. Dyer, Chair

WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

Date Copy Sent to Wareham Town Clerk: 12/10/2021



Wareham Free Library Board of Trustees Orientation/Onboarding

- Board Application
 - Paper application (update current paper application on library site)
 - Link to electronic application on town website:
 - <https://www.wareham.ma.us/board-selectmen/webforms/board-committee-commission-application>
- Job Description
- WFL Website Link
 - <https://warehamfreelibrary.org/>
 - History of Library Link
 - <https://warehamfreelibrary.org/history-of-the-library/>
- Wareham Free Library tour
 - By appointment – conducted by either a trustee or library staff member
- BoLT Bylaws
- Current BoLT Member Biographies
- Current WFL Staff Member Biographies
 - Director to explain funding process for WFL
- Description of the “3 legged stool” roles
 - Board – DEANNE to provide in October
 - Friends
 - Foundation
- Town Personnel contact information
 - Link to town website: <https://www.wareham.ma.us/>
 - Michele Bissonnette, Town Clerk
 - Derek Sullivan, Town Administrator
 - Board of Selectmen: <https://www.wareham.ma.us/board-selectmen>
 - Cassandra Slaney, Secretary to BoS
 - Judith Whiteside, Board Chair
 - Patrick G. Tropeano, Board Clerk
 - James M., Board Member
 - Peter W. Teitelbaum, Esq., Board Member
 - Alan H. Slavin, Board Member
- Town Committee Members Handbook
 - Link to town website:
https://www.wareham.ma.us/sites/q/files/vyhlf5146/f/uploads/committee_member_handbook_2021.pdf
- Link to mandatory “Conflict of Interest/Ethics” training (within 30 days of appointment)
 - <https://www.mass.gov/how-to/complete-the-online-training-program-for-municipal-employees>
 - <http://www.muniproq.eth.state.ma.us/>
- MBLC link for Trustee orientation information/calendar:
 - <https://mblc.libcal.com/calendar/main?cid=3880&t=d&d=0000-00-00&cal=3880&inc=0>
- And resources: <https://mblc.state.ma.us/>



Wareham Free Library Trustee Job Description

(DRAFT v.3) revised 9/16/2021

Qualifications:

- Current Wareham resident and registered voter.
- Commitment to the library's role in the community.
- Willingness to devote time and effort to the duties of trusteeship and to represent the library in the community.
- Knowledge of the services provided by the library.
- Enthusiasm and the ability to work well with others, effectively listen, and plan for the future.
- Ability to work well with local, state, and national government and library leaders to improve and support library service at all levels.

Term:

Upon recommendation by the Board of Library Trustees ("BoLT"), applicants are recommended by vote, to be appointed by the Board of Selectmen for a three-year term. Trustees may be recommended and appointed to additional terms upon recommendation of the current BoLT. See Bylaws for specifics.

Responsibilities:

- To support the mission as describe in the Trustee Bylaws.
- Prepare for, attend, and participate in monthly Board meetings.
- Follow up on tasks and action items as promised.
- Maintain library documents pertaining to the Board including, but not limited to: policies and procedures, meeting agendas and minutes, correspondence, and long range library plans.
- Plan for the future of the library in cooperation with the Library Director.
- Learn as much as possible about issues affecting library services.
- Set library policies in cooperation with the Library Director.
- Monitor and evaluate the overall effectiveness of the library.
- Support library services and participate in library programs (i.e., special events and/or committee work in representation of the Wareham Free Library and the Trustees.
- Advocate for the library at both community and state levels (e.g., assist in securing adequate municipal funding).
- Be familiar with state and federal laws relating to managing the library.
- Participate in the hiring and regular evaluation of the Library Director.

Accountable to:

- The taxpayers and the people served by the library.



WAREHAM FREE LIBRARY TRUSTEE & STAFF PERSONAL BIOGRAPHIES

BOARD OF TRUSTEES

Deanne Bonnar, MSW, PhD
(Trustee since 2017)

I am married to Dr. James Bonnar. We have two grown children and one grandchild. The Bonnar family are avid library supporters – all three generations. Prior to moving to Wareham, our family lived in various parts of this country and in New Zealand. Wherever we went, we used the libraries. They were great places for both adults and children.

After college I earned a Master's Degree in Psychiatric Social Work. As I worked, I became frustrated with policies that seemed to run counter to the goals they were designed to meet. I went back to school to earn a PhD in Social Policy. I had a rewarding career running social work programs, and then as a professor at Boston University School of Social Work where I taught for 30 years. Although I officially retired in 2011, I continued teaching until 2019. Having reaped a multitude of benefits throughout my life from libraries, it is gratifying to have a chance to give back.

Melissa A. Dyer, BFA (Magna Cum Laude) MSU – Denver
(Trustee since 2016)

My life is made up of my passion for art, books, dogs, gardening, swimming and community! I currently pay my bills by utilizing my love for 4 of the 6 at the Gleason Family YMCA in Wareham as a Senior Program Director. As for the other 2, you will often find me trekking our local bogs and woodlands in search of inspiration and enjoying our wonderful outdoor resources.

I have always been fortunate to live in communities with excellent public library systems – Connecticut, Ohio, Illinois, Colorado – and continue to hope our library might one day rival those that fostered my young imagination and supported my dreams.

I'm a trustee today because I strongly believe that libraries are a community's greatest resource – a safe haven to dream and discover, a place to share ideas and information, a hub of activity and creativity, a technical mecca. A healthy library is a community's central nervous system with the branch as the center of thought allowing users to access and process myriad data to facilitate actions both internally and externally. What can I say, I love books – paperback, hardcover or digital – and will always gravitate towards a library wherever my travels take me.

Aprilleigh Lauer
(Trustee since 2017)

A homeschool mom and sometime biology professor, I have an obsession with books and libraries as long as I can remember. I'm originally from Worcester County, although my family to Wareham from Arizona. My husband is an engineer and my son, Galen, is a frequent volunteer working with Marcia Hickey at the library.

I have a BS in Biology, a MS in Biomedical Science, and a half-completed Ph.D. program in Microbiology with a half-finished dissertation on microbial genetics due to the effects of PTSD. My wide-ranging interests include reading, arts & crafts, cooking, astronomy, photography, cats, aquariums, computers, puzzles, games, and anything that lets my inner nerd come out and play.

Margit Price
(Trustee since 2021)

I am a lover of libraries and all things related. Libraries make our towns a better place to live and enrich our cultural lives with lifelong learning. I have worked in Hospitality, Recruitment, and as an educator and trainer. I was a small business owner for 7 years. Now I work in real estate development. I have been married to the same lovely guy for 38 years and we have 2 grown up children. Love to read, cook, garden, entertain and ride my bike.

Nancy Rice
(Trustee since 2019)

I'm a Wareham native who grew up walking to the Tobey Memorial Library on High Street and am currently an East Wareham resident. I'm also an active member of the Friends of the Wareham Free Library, Inc., the WFL BoLT and a participant in two of the WFL book clubs.

I received my BA (Cum Laude) from UMass-Boston (January 1975 - June 1979) and went on to receive my Ed. M at Boston University (1980-1983). My academics led me to a career in teaching and I'm now a retired HS teacher with 30 years in MA public schools.

Joanne Robertson
(Trustee since 2019)

I am currently employed in Higher Education Admissions at Massachusetts Maritime Academy focusing on recruitment of transfer students, non-traditional and military veterans.

I spent 10 years at Quinnipiac University in the same capacity and also as an adjunct professor in the College of Liberal Arts teaching seminar courses to first and second year students.

I was a Wareham resident part time from 2010-2016 and became a full time resident in 2017 with my husband of 35 years and our twin sons.

I worked in circulation and children's services for 10 years at the Wallingford CT public library.

Education: MS Journalism Quinnipiac University; BA Political Science College of the Holy Cross

Holli Van Nest
(Trustee since 2021)

Originally from PA, I have been a MA resident since 1991, living in and around Boston until 2016 when my partner and I moved to Wareham (Onset), which we love. Living close to water has always been a dream of mine and we're so happy to be here. I work part-time as a Regional SHINE counselor based at the Middleborough Council on Aging. I work with people on Medicare and going on Medicare to help them understand the benefits and gaps of Medicare and how to supplement their coverage. It is rewarding, challenging and very interesting. Those three things are what I have always looked for in my work life. I have not had a traditional career trajectory, preferring instead to work in different fields doing different kinds of work, as long as the work has been rewarding, challenging and interesting. That's why I've worked at a battered women's shelter, an international peace and justice organization, a Legal Services organization, a Girl Scout council, a private company, and as a personal chef.

I have carried that basic requirement for rewarding, challenging and interesting work into my volunteer life as well. I am a lifelong volunteer. My mother instilled in me a desire at a young age to give back to people in my life, my community and the world. I am also a lifelong reader – again, it was my mother who took me and my siblings to the library every Saturday morning and encouraged that love of books. Wanting to give back and loving to read are what led me in this moment to the Board of Trustees. I want to do what I can to support the Library and our community.

WFL STAFF

Patrick Marshall, Director

I am the current Library Director for the Wareham Free Library. I've been in the library profession for a while, working in communities such as Bourne, Foxboro, Medway and Dartmouth. I started my career at the old Wareham Free Library on High Street back when I was in high school. I look forward to working with you and the rest of the Board to make the WFL the best library it can be.

Kathy Murphy, Technical Services Librarian

I was born, raised and continue to live in Wareham. A product of Wareham Public Schools, my first library experience was being chosen in 6th grade to run the classroom library. I started at

the Wareham Free Library as a page in 1986 and moved through the ranks up to Technical Services. My job description is selecting materials for the library, cataloging them into the database, and processing them to circulate.

In a well-funded library, that would be my job. In Wareham we all do everything we need to do to keep our doors open on a shoestring budget, that means shifts in circulation, janitorial, and other tasks. I am currently on my third stint as Acting Director.

Marcia Hickey, Children's Librarian

Hi my name is Marcia Hickey and I've worked full time at the Wareham Free Library since 1995. It is my dream job and I love what I do. It's been an honor and privilege to serve families and children in Wareham. I am in charge of collection development in the Children's and Young Adult sections. I also am in charge of programming for children and their families and I provide readers' advisory services in both departments. Due to staff shortages I have had to devote most of my time to Adult Services and am looking forward to resuming my Children's Librarian job now that we will be better staffed.

Steven Miller, Jr., Reference/Outreach Librarian

In August, Steven Miller will enter his fourth year serving as the Reference/Outreach Librarian at the Wareham Free Library. Steven is responsible for helping patrons locate books and library resources, answering local history questions, and providing basic assistance with technology. Steven also updates the library website and assists with maintaining the public computer terminals. Other responsibilities include aiding with collection development, facilitating library programming, and submitting reports to the library director.

Prior attaining his Master's Degree in Library and Information Services from the University of Rhode Island in the summer of 2018, Steven worked for seven years in the field of athletic communications at Worcester State University. Steven has additional library experience as an intern at the Stonehill College Library and volunteering at the Old Colony History Museum in Taunton.

Priya Tate, Assistant Librarian

I am a recent graduate from Ithaca College where I studied writing, media, and how to survive in the wilderness. Despite doing my studies in New York, I grew up here in Massachusetts—in the town of Carver, to be exact. When I'm not wandering Carver's endless cranberry bogs, I am reading, writing, playing *Dungeons & Dragons*, or hiking. I enjoy working at the library because I love to surround myself with books and talk to patrons about the stories they enjoy.

Johnna Frederickson, Assistant Librarian

Johnna joined the library staff in July, 2021. She has served as a member of the Board of Library Trustees, and co-leads the summer garden and reading program with Children's Librarian, Marcia Hickey.

Bree

Hi! I'm a library assistant and I've been at the WFL for about two and a half years now! I'm usually hanging out at the front desk, and outside of work I'm finishing up my undergrad in environmental science. My favorite part of being at the library is talking to patrons and reading all the new kid's books that come in.

Director's Report
September 16, 2021

Statistics: August 2021

Hours open per week	48	Circulation	7,607
Door Count	3,610	Overdrive Circulation	1,469
Total Reference	500	New Patrons Regist.	53
Technology Assistance	141	Total Patrons	13,087
Meeting Room use:	3	Volunteer Hours	??

Public use of computers – 315

Hours of public computer use – 196

Juvenile Programs – 4 Total Attendance – 44 Adult Programs – 0 Total Attendance – 0

8/19/21 – Leak in meeting room window and window by reference desk next to courtyard door.

Municipal Maintenance came in to check both. HVAC system vents also pointed out to them.

8/23/21 – MM in to look over HVAC vents again. Clean up of vents was done. Problem looks to be moisture forming on the actual vents on the really muggy days.

8/25/21 – Meet with the SAILS staff at SAILS secret headquarters to go over what SAILS does and services provided to libraries.

8/30/21 – Building alarm is down. It is discovered that a phone line is down in the area.

8/31/21 – Priya gives her notice that she is leaving for full time position in Plymouth.

8/31/21 – Verizon in to fix phone line.

9/1/21 – S. Soggian, Executive Director of MLS stops in to visit and provide update on services offered by MLS.

9/7/21 – New hours begin – Mon & Thurs 9 to 5, Tues & Wed 9 to 8, Fri & Sat 9 to 3 (50 hours total)

9/7/21 – Attend Networking Group meeting.

9/9/21 – Attend MBLC State Aid workshop via Zoom.

9/14/21 – Attend Friends monthly board meeting.

Staff – As mentioned above, Priya gave her notice. Despite our best attempts at changing her mind and locking her in the library, her last day was September 9th. I am looking at applications to fill the position and the HR Director will be setting up interviews. My hope is to have the position filled as quickly as possible. Staffing continues to be tight and we will be down a person sometime in October as Steven will be taking extended family leave time.

Building and Grounds – Repair has been made on the ladies restroom faucet. Municipal Maintenance has been in to look over the HVAC system. Hopefully a system for filter cleaning and such will be set up.

Other – I am excited to report that we now have 5 day a week delivery from MLS. This should allow materials that patrons have on hold to arrive in a more timely manner. We were only getting it 3 days a week since the library was decertified.

I have booked local author Sharon Ward for a talk on October 27th. Her books are In Deep and Sunken Death. She is a local author. The Friends have also offered to support two more programs, one each in November and December that I am working on to book.

Respectfully submitted
Patrick W. Marshall



Teen Advisory Board Members **NEEDED!**

The Mattapoisett Free Public Library is starting a Teen Advisory Board!

Seeking young adults (ages 12-18), to lead a teen advisory board. Students will act as a liaison between students and the library helping to ensure the library is representing the teens of the community well.

Teen advisory board members will:

- Help plan and prep for programs
- Help choose materials for the library: books, media, and nontraditional items
- Advocate for the teens in the Mattapoisett Community

Teen advisory board members will receive:

- Volunteer hours for their service
- Valuable work experience
- Recommendation letters, if they serve an appropriate amount of time.

If you are interested in participating, please contact Michelle Skaar at mskaar@sailsinc.org or by calling the library.



Mattapoisett Free Public Library

P. O. Box 475 | 7 Barstow Street
Mattapoisett, Massachusetts 02739 | 508-758-4171
www.MattapoisettLibrary.org



THE WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES BY-LAWS

ARTICLE I NAME AND LEGAL AUTHORITY

This organization shall be called The Board of Library Trustees of the Wareham Free Library existing by virtue of the provisions of Chapter 78, Sections 10-13, and 21 of the General Laws of Massachusetts, and the charter of the town of Wareham. The Wareham Free Library will be hereafter referred to as "the Library." The Board of Library Trustees will be hereafter referred to as "the Board" or "BoLT." The town of Wareham will be hereafter referred to as "the Town."

ARTICLE II MISSION

The Wareham Free Library is a welcoming place that stimulates people's imaginations by fostering and supporting literacy through programming as well as providing resources for children and adults. The Board supports the vision of the Library Director and the library's objectives and strategic goals while working with other supporting organizations and municipal entities. This organization will benefit the communities in a number of ways, providing access to cultural resources, serving as a location for meetings and events, and serving Wareham's diverse population.

ARTICLE III MEMBERSHIP

Section 1. Number and Qualifications

The governing body of the Library shall be composed of nine members who shall be residents and registered voters of the Town of Wareham. In addition, each member must hold a current library card and be a library patron in good standing.

Section 2. Terms of Office

Trustees are appointed by the Wareham Board of Selectmen. Prospective trustees should attend three Board BoLT meetings, be interviewed by the Board, and complete the volunteer worksheet application available on the Town website. Application paperwork for service to the Board is submitted to the Town Clerk's office or to the Chairperson of the Board. Upon a vote of approval recommendation, the BoLT will submit their recommendation the application to the Board of Selectmen. The Board of Selectmen will review the application, then schedule an interview and a vote for appointment at a regular meeting. After appointment, the applicant must complete the ethics course required of all volunteers serving boards in the town of Wareham, fill out appropriate paperwork, and be sworn in at the Town Clerk's office. After appointment, the applicant must first complete required paperwork (Certificate for Open Meeting Law) and be sworn in at the Town Clerk's office. The applicant must also provide a certificate of completion for the MA government Conflict

of Interest Ethics Training program to the Town Clerk's office within 30 days of appointment and update every two (2) years. Copies of all aforementioned paperwork should be kept by the applicant's records.

A term of a member of the Board shall be three (3) years. The Board may vote to allow additional terms at its discretion. With the recommendation of the BoLT, any Trustee in good standing may request re-appointment by the Wareham Board of Selectmen to serve additional terms. While it is recommended that Trustees step down for a year before serving additional terms, it is only mandatory after three (3) consecutive terms have been served.

Any vacancy of the Board shall be filled by following the above actions for the new or unexpired term of the Trustee whose vacancy is being filled. If the resigning Trustee's term ("remainder") is filled by a new member, the remainder shall be added to the new member's official term of service. Thus, the new member's three-year term shall begin on July 1st of the fiscal year following the expiration date of the original Trustee's term, instead of the date he/she is sworn in, for the purpose of establishing term lengths.

Section 3. Resignations

Any member of the Board may resign by written notice filed with the Chairperson or Secretary, and the Board of Selectmen.

Section 4. Participation Requirement

Any member of the Board who is absent for three consecutive meetings, without the knowledge and approval of the Chair, will be contacted by the Chair to determine his/her interest in continuing as a board member. Any member who is absent for four consecutive meetings, or for fifty or more percent of the meetings in a calendar year without the approval of the Chair, can be asked to resign through a vote by the board.

In the event of illness or other extenuating circumstances, exceptions to this provision may be made.

ARTICLE IV OFFICERS AND DUTIES

Section 1. Collective Authority of the Board

All decisions of the Board are made by the Board as a collective body. No individual member may make decisions, act, or speak for the Board unless specifically authorized to do so by a vote of the Board. By previous approval and a vote of the Board, the Chairperson may approve routine business between meetings on the Board's behalf. The Chairperson is responsible for reporting any action taken by him or her at the next meeting of the Board.

The Board is responsible for setting policy for the Library, adding and revising particular policies and practices to insure that the Library is in compliance with its strategic plan, with Town law, and with the Massachusetts Board of Library Commissioners, the library

certification body for the state of Massachusetts.

Section 2. Officers and Duties

The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary. The term of each office shall be one year, usually from June through May. An officer shall hold office until **his/her** respective successor is elected during the June meeting. Officers may be elected throughout the year, if made necessary by a vacancy, with their terms ending in June. There is no set limit for the number of terms for serving as an officer, but consideration should be given to continuity and sharing of responsibilities.

Section 3. Duties of the Chairperson

The duties of the Chairperson are to preside at all meetings of the Board, to call special meetings of the Board, to be the public face of the Board, and to appoint or act as liaison between the Board and other groups and municipal entities. Unless otherwise requested, all communications concerning Board actions come from the Chairperson.

Section 4. Duties of the Vice-Chairperson

The duties of the Vice-Chairperson **primarily** are to perform the duties of the Chairperson at **his/her** request or absence. Additionally, the Vice-Chairperson bears responsibility to assist in carrying out the duties of the Chairperson and should encourage other members to share in taking on Board functions. The Vice-Chairperson is responsible for seeking volunteers for office and for proposing nominees for office.

Section 5. Duties of the Secretary

The duties of the Secretary are to keep a true and accurate record of all meetings of the Board, prepare agendas at the request of the Chairperson, and disseminate minutes and correspondence to board members in a timely manner. The Secretary amends minutes as directed by the vote of the Board and delivers minutes to the town of Wareham offices and the Wareham Free Library for public access.

ARTICLE V LIBRARY DIRECTOR AND RELATIONSHIP TO BOARD

The Board shall appoint members to serve on a search committee when it is necessary to find a Library Director. The Board will forward qualified and recommended candidates for Library Director ("**Director**") to the Wareham Town Administrator.

The Director shall be the Executive and Administrative Officer of the Library on behalf of the Board and under its review and direction. The Director shall select and recommend other employees and shall be responsible for the proper direction and supervision of staff, for the care and maintenance of Library property, for the selection of books and other Library materials and maintenance of the Library's materials collection in keeping with the materials selection policy adopted by the Board. The Director is responsible for creating the Library's annual budget, and presenting it to the Board for consideration.

The Library Director shall attend all Board meetings, shall provide a written monthly report to the Board, and shall advise the Board in Library matters, including the creation and updating of library policies that best serve the needs of the community.

ARTICLE VI BOARD MEETINGS

Section 1. Regular Meetings

The Board will meet monthly according to a prearranged schedule as determined by the Chairperson.

The June meeting of the Board will be considered the annual meeting, at which time the election of officers will take place. The Library's annual operating budget approved at Town Meeting, will be reviewed with the Library Director along with its operating plan for the next fiscal year.

Board meetings are to comply with open meeting law and notice must be posted at Town Hall in compliance with Town policy.

Special meetings may be called at the discretion of the Chairperson or by official request of a majority of Trustees, the purpose for which shall be identified in the minutes of said special meeting.

Section 2. Quorum

A quorum for transaction of business shall consist of a simple majority of Trustees. Only Trustees in attendance at a meeting may cast a vote. There can be no votes taken at any meeting without a quorum.

Section 3. Order of Business

The normal Order of Business at regular meetings shall be:

1. Call to Order
2. Announcements
3. Public Comment
4. Reports by the Friends and Foundation
5. Review and Approval of Minutes
6. Old Business
7. New business
8. Director's Report
9. Trustee Matters
10. Date and Time of next meeting
11. Adjournment

This order of business may be adjusted at the discretion of the Chairperson.

Section 4. Open Meeting Law

All meetings of the Board shall be subject to the state of Massachusetts Open Meeting Law, as described in Massachusetts General Laws Chapter 39 sections 23A-23C. In particular, all meetings are open to the public unless held in executive session under terms of the law. A notice and agenda for all meetings, except in case of an emergency, shall be filed with the Town Clerk and sent to the town for electronic posting at least 48 hours in advance. All agendas and approved minutes for meetings shall be available to the public through the Town Clerk's office and at the Wareham Free Library.

Section 5. Robert's Rules of Order

The last revised edition of Robert's Rules of Order shall govern the parliamentary procedures of the Board.

ARTICLE VII COMMITTEES

Section 1. Standing/Temporary Committees

There are no required standing committees for the Board. Committees may be established by the Chairperson or as recommended by majority vote of the Trustees.

Section 2. Committee Appointments

The Chairperson shall appoint committees for such purposes as business of the Board may require. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 3. Reports

All committees shall make a progress report to the Board at each of its meetings, which report shall be noted in the minutes.

Section 4. Powers

No committee will have other than advisory powers unless the Board requests and approves specific action.

ARTICLE VIII AMENDING THE BY-LAWS

These By-laws may be amended at any regular meeting of the Board with a quorum present, by a two-thirds vote of the members present, provided that a motion presenting the amendment was made and seconded at the preceding regular meeting. A By-laws committee, consisting of three members, shall be appointed by the Chairperson every five years to review these by-laws and make changes as needed.

Signed the _____ day of _____ in the year _____.

Chairperson

Secretary

