



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thurs. October 21, 2021

TIME: 5:00 pm

LOCATION: Wareham Free Library Main Branch

Board Members/Attendees Present: Melissa Dyer (Chair), Aprilleigh Lauer (Secretary), Deanne Bonnar, Nancy Rice, Margit Price, Holli Van Nest, Patrick Marshall (Library Director)

Board Members Absent: Joanne Robertson (Vice Chair), Selectman Representative

Call to Order: 5:08 pm by Mel D.

Review and Approval of Minutes:

Motion to accept September minutes made by Deanne B.; seconded by Holli VN.; vote 6-0-0.

Announcements:

Patrick M. announced a \$1,000 check donation from Nouria for the library gift account and 25 tote bags for STEM kits.

The Board of Selectmen approved a \$5,000 donation from Trade Winds for the library gift account.

Public Comment: Nothing at this time.

Friends and Foundation Report:

The Friends' book sale is ongoing. Jewelry and other items are being collected for the jewelry sale on November 17. The Holiday Fair will be December 4.

The Friends' current general bank balance is \$50,484.29. The Imagination Library balance is \$15,390.29.

The Foundation met this month. Letters for annual appeal will go out end of November or early December. This is a separate fundraiser from Bridging the Gap.

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

Old Business:

Board Recruitment/Orientation Action Items: Deanne completed the "three-legged stool" report. Short blurbs are almost complete. Biographies are completed. These will be in packet with application for interested prospective Trustees.

Ethics Training Compliance is almost complete.

New Business: Nothing at this time.

Director's Report:

Patrick submitted the expense report from July 1, 2021 to October 15, 2021. WFL Fall Program Flyer distributed. Concern raised re: public safety in the library and resultant temporary fix of limiting public access to the bathrooms from 2:00 – 5:00 pm.

Trustee Matters:

Bylaw edits were reviewed. Motion made to accept and submit to the BoS made by Holli VN.; seconded by Aprilleigh L.; vote 6-0-0.

Trustee Matters (cont.):

MBLC Trustee Orientation Schedule was reviewed (accessed MBLC online site).

Recording of the minutes:

November - Margit Price
December - Joanne Robertson
January – Holli Van Nest
February – Aprilleigh Lauer

March – Deanne Bonnar
April – Margit Price
May – Nancy Rice
June – Joanne Robertson

Next Meeting:

Thursday, Nov. 18, 2021 at 5:00 pm at the Wareham Free Library (main branch).

Motion to Adjourn: 7:15 pm - made by Aprilleigh L.; seconded by Deanne B.; vote 6-0-0.

Documents Used in Meeting:

Wareham Free Library BoLT Minutes (September 16, 2021)

Friends of the Wareham Free Library Meeting Agenda (October 12, 2021)

Trustee Onboarding/Orientation Packet:

Trustee Short Bio/Photo sheet
Trustee/Library Staff Bios – long
“Three-Legged Stool” description

Director’s Report October 21, 2021 (Sept. 2021 Statistics)

Expense Report 21-Oct-21

Fall Fun at the Wareham Free Library (program flyer)

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 "THREE-LEGGED STOOL OF VOLUNTEER SUPPORT" roles
 - Board; Foundation; Friends
- 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/>



Deanne Bonnar, MSW, PhD
(Trustee since 2017)

I have loved libraries since childhood. I have had the opportunity to know and use many in diverse places, but the Wareham Free Library is my all-time favorite.



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! 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)

Margit Price
(Trustee since 2021)



Nancy Rice
(Trustee since 2019)

Wareham native. Retired high school teacher. Avid reader. Library lover



Joanne Robertson
(Trustee since 2019)

Resident of Briarwood Beach since 2010

Assistant Director of Admissions at Massachusetts Maritime Academy.



Holli Van Nest
(Trustee since 2021)

Lives in Onset with her partner and their dog. She has recently joined the Board of Trustees and is looking forward to participating in supporting and strengthening the Wareham Free 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.

THE "THREE-LEGGED STOOL" OF LIBRARY VOLUNTEER SUPPORT:

Board of Library Trustees(BoLT), The Library Foundation, and Friends of the Wareham Free Library

The **Board of Library Trustees** is one of the three groups whose primary function is the support and maintenance of the library for the Wareham community.

BoLT members have no fiduciary responsibilities, but oversee the library director and library policies. They promote the long term sustainability of the library and are a conduit for community library concerns and needs. They are appointed by the Board of Selectmen to serve three year terms. The trustees are considered unpaid town employees. There is a Board of Selectmen representative appointed to the BoLT as a liaison to ensure coordination and cooperation in the achievement of the town's and library's goals.

The **Friends** of the Library is a voluntary organization with many members who raise money thru many used book sales. The money is used to buy books and supplies that go beyond the library's budget.

The **Foundation** is a smaller volunteer group that raises money from grants and programs for capital expenses and other large ticket items.

Director's Report
October 21, 2021

Statistics: September 2021

Hours open per week	50	Circulation	6,726
Door Count	4,014	Overdrive Circulation	1,341
Total Reference	348	New Patrons Regist.	57
Technology Assistance	82	Total Patrons	13,011
Meeting Room use:	12	Volunteer Hours	4 Volunteers 51 hrs (since 7/1)

Public use of computers – 284 Hours of public computer use – 157
Juvenile Programs – 7 Total Attendance – 21 Adult Programs – 3 Total Attendance – 4
Director time on Circulation Desk – 97.5 hours/ 160 hours

9/14/21 – Leak in women's bathroom sink repaired.
9/20/21 – Asked to rejoin MBLC PR Committee. I have been on this committee for a couple years now. This is a renewal.
9/21/21 – Attend Networking Group Meeting.
9/28/21 – State Aid form is completed. We will be certified this year. Need to make sure we spend our requirement for materials.
9/29/21 – Interviews for open Circulation Assistant position conducted with HR Department. Candidate was ultimately chosen but then declined. Position was posted again.
9/29/21 – Meet with School Resource Officer. He will be coming in periodically to try to control the kids.
10/4/21 – SIRSI Enterprise updated completed.
10/6/21 – Meet with Steve Ruiz at WCTV to talk about filming library programs and other possibilities.
10/6/21 – Attend Foundation meeting.
10/12/21 – Attend Friends of WFL Meeting.
10/13/21 – Was able to meet up with custodian at end of day. Worked out way to let each other know what has to be done in the building.
10/17/21- S. Miller out on FMLA for a minimum of two weeks.
10/20/21 – Department Head meeting
10/20/21 – Meet with Police Chief, Town Administrator and HR to discuss issue with kids in the afternoon.

Staff – S. Miller is out for at least two weeks and B. Baptista is on vacation this week creating a very short staffed situation at the library. We have not been able to fill the open part time position yet. It is hoped that that will be done fairly soon.

Building and Grounds – Staff and I are working on cleaning out some of the broken and out of date items that have collected over the years.

Other – Biggest issue this past month has been the afternoon kids in the library. They have been abusive to staff, scared patrons and made some staff very uncomfortable. I have met with the Town Administrator, Police Chief and HR in the hope of trying to get a handle on this situation. This is a long standing problem but one that has to be solved. I am very fearful of the liability potential on many fronts if it isn't.

Programs – Sharon Ward, local author, will be at the library on October 27th. Her book, In Deep, will be available for purchase that evening. We have Historian Christopher Daley coming on November 15th to talk about the first year of the Pilgrims arrival in Massachusetts. Celtic Harpist Aine Minogue will be playing at the library on December 13th.

Respectfully submitted
Patrick W. Marshall

Expense Report

21-Oct-21

General Fund

Account	Line Item	Amnt Budgeted	Amnt. Spent	Amnt Remaining	Percentage
511000	Library Salaries Regular	\$ 249,874.00	\$ 67,362.44	\$ 182,511.56	26.96%
512000	Library Salaries Part Time	\$ 21,735.00	\$ 11,262.11	\$ 10,472.89	51.82%
521000	Electricity	\$ 31,000.00	\$ 15,087.42	\$ 15,912.58	48.67%
521200	Natural Gas	\$ 10,000.00	\$ 40.74	\$ 9,959.26	0.41%
523000	Water	\$ 1,400.00	\$ 323.86	\$ 1,076.14	23.13%
523100	Sewer	\$ 1,300.00	\$ 646.00	\$ 654.00	49.69%
524400	Rental/ Leased Equip	\$ 2,500.00	\$ 732.00	\$ 1,768.00	29.28%
530200	Data Processing	\$ 18,000.00	\$ 17,135.06	\$ 864.94	95.19%
542000	Library Office Supplies	\$ 1,000.00	\$ 862.50	\$ 137.50	86.25%
543100	Library Alarms	\$ 1,700.00	\$ 228.00	\$ 1,472.00	13.41%
551100	Books & Subscriptions	\$ 6,668.00	\$ 1,676.96	\$ 4,991.04	25.15%
57100	Library Travel	\$ 246.00	\$ -	\$ 246.00	0.00%

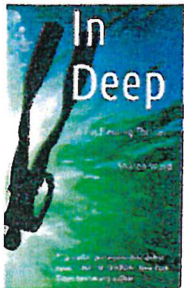
Other Funds

Account	Fund	FY Start Amount	Deposits	Expenditures	Balance
	Library Grant (State Aid)	\$ 52,178.77	\$ -	\$ 6,389.39	\$ 45,789.38
	Library Gift	\$ 5,772.69	\$ -	\$ 496.12	\$ 5,276.57
	Library Revolving	\$ 5,105.41	\$ -	\$ -	\$ 5,105.41
	Spinney Gift	\$ 1,634.68	\$ -	\$ 880.07	\$ 754.61
	Library Foundation	\$ 37,375.90	\$ -	\$ 4,556.61	\$ 32,819.29
	Gift Library Friends	\$ 6,209.41	\$ -	\$ -	\$ 6,209.41



Fall Fun at the Wareham Free Library

Friends of the WFL Used Book sale – Thursday, October 21st from 9:30 a.m. to 4:30 p.m., Friday, October 22nd from 9:30 a.m. to 3:00 p.m. and Saturday, October 23rd from 9:30 a.m. to 1:00 p.m. Stock up for the long, cold winter ahead with some great reads at even better prices.



Author Talk – Sharon Ward – Wednesday, October 27th at 7:00 p.m. - Join us as local author Sharon Ward talks about her book “In Deep: A Fin Fleming Thriller”. Ms. Ward will also discuss the writing process, the path to publication, and her experiences as a PADI-certified Dive Master. Copies of the book will be available for sale at the event.

1620: The First Year – Presentation by Historian Christopher Daley – Monday, November 15th at 7:00 p.m. – Come learn about the journey taken by the Pilgrims across the Atlantic and the difficulties they faced during that first winter in Plymouth. Discussion will also include the first encounters with the Wampanoag people. Program is free and sponsored by the Friends of the Wareham Free Library.



Friends of the WFL Jewelry and Accessory Sale – Thursday, November 18th from 9:30 to 4:30 p.m., Friday November 19th from 9:30 a.m. to 3:00 p.m. and Saturday, November 20th from 9:30 a.m. to 1:00 p.m. – Kick off your holiday shopping and support the Friends of the WFL.



Celtic Harpist Aine Minogue – Monday, December 13th at 7:00 p.m. – Join us for a celebration of the season through music, song and stories. Program is free and sponsored by the Friends of the Wareham Free Library.



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. 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 BoLT meetings, be interviewed by the Board, and complete the volunteer 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, the BoLT will submit their recommendation 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 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 their 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 ensure 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 their 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 are to perform the duties of the Chairperson at their 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 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.

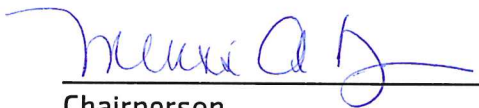
Section 4. Powers

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 21st day of October in the year 2021.


Chairperson

 11/18/2021
Vice Chair or Secretary

