



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thursday, November 18, 2021

AMENDED

TIME: 5:00pm

LOCATION: Wareham Free Library Main Branch

Board Members/Attendees Present: Melissa Dyer (Chair), Joanne Robertson (Vice Chair), Nancy Rice, Margit Price, Holli Van Nest, Patrick Marshall (Director), Dawn Tenney (BoLT Applicant)

Board Members Absent: Deanne Bonner, Aprilleigh Lauer

Call to Order: 5:05pm by Mel D.

Review and Approval of Minutes:

Review of September 16, 2021 Minutes with revisions based upon feedback from our selectperson representative. Motion to accept Minutes as amended by Holli VN; seconded by Nancy R.; vote 5-0-0.

Review of October 21, 2021 Minutes. Motion to accept by Joanne R.; seconded by Margit P.; vote 5-0-0.

Announcements:

Holli VN will be unavailable to attend the 12/16/2021 WFL Board of Trustees meeting at the library due to personal reasons. Mel suggested that the option to "call" in to the meeting exists and may be used if Holli chooses.

Margit has completed her orientation and has received official approval for her Board appointment.

Public Comment:

Introduction of Dawn Tenney (applicant for WFL Board of Trustees membership) followed by introduction of current Trustees. Dawn is a long-time resident of Wareham, avid reader (books and digital material), proponent of family literacy and has previous committee experience (MS Society Board, MA General Hospital). She looks forward to participating and completing the process to join the Board.

Friends Report:

Jewelry Sale was very well attended. Work is underway for the Holiday Fair on December 4, 2021. The Friends are looking for a new treasurer as the present treasurer has resigned. A set of vintage books was sold to a local dealer for \$109.

Foundation Report:

The Foundation met earlier in November. They are in the process of year end appeal mailing. With the support of the Foundation, there are two projects that Patrick would like to undertake including: upgrade to the kitchenette/staff room and new computers for the library.

Correspondence:

Mel D. continues to forward email from the MBLC.

Old Business:

Board Recruitment/Orientation Action items – see "Trustee Matters."

New Business:

Margit attended a virtual event entitled Small Library Forum. She provided us with some of the topics touched upon based on the premise that libraries should consider themselves as “transforming communities. Forum focused on the how, resources available and 4 questions (What do you see as future of library?

New Business: (cont.)

What do you love about the library? What brings you to the library? What concerns you about the library?). She provided several stories from smaller libraries and their efforts regarding innovative programming options (pizza party, conflict resolution-virtual arbitration), water distribution center during municipal emergencies). Resource guide at ALA.org/lrc.

Holli related that the Trustee Orientation Training session she attended referenced the value of library stories that trustees can incorporate into their “elevator pitch” to members of the community. The board agreed to further discuss this at the December meeting to consider end goal, scope, resources and committee opportunity.

Aprilleigh Lauer (phoned Mel) will be tendering her resignation, effective immediately, for personal reasons.

Director’s Report:

Patrick presented the WFL expense report as of 11/18/2021 and answered questions regarding the Data Processing expenditure (SAILS at beginning of fiscal year) and line item adjustments to staffing expenses. The town budget for FY 2023 is due in December. Patrick expects to receive level funding. He would like to add an increase to the part time staff pay into the budget in order to attract the best candidates.

Patrick then presented the Director’s Report (October 2021 Statistics/library updates). Highlights of report: P/T Library Assistant position to be filled soon; library promoted a warming center in aftermath of 10/27/21 storm; increased police presence in the afternoons has greatly improved the situation with the middle school student visitors; Marsha will be working with the United Way and Women United to support a “Wash and Read” program, providing books at laundromats; Patrick has arranged for virtual author visits in collaboration with Tewksbury Library. David Baldacci will participate w/Friends has providing funds to purchase the “signed” books necessary to participate; a new WFL Flyer has been created and in use.

Patrick answered query from Trustees regarding 1st round of MBLC/State funding recipients - Wareham should be in the next batch of certified libraries released by the state in December. There has been no talk about the town not meeting the state funding requirements.

Trustee Matters:

Mel D. provided the Board with updated copies of the Orientation/Onboarding sheet, Trustee Short Bio/Photo sheet (complete), and the approved Board of Trustees By-Laws. The Board will present a holiday card & restaurant gift certificate to WFL staff in recognition of their hard work in 2021. Mel accepting donations for purchases.

Recording of the minutes:

December- Margit P.	March-Margit P.	June- Holli VN
January- Holli VN	April- Nancy R.	
February- Deanne B.	May- Joanne R.	

Next Meeting:

Thursday, December 16, 2021 at 5:00pm at the Wareham Free Library (main branch).

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

Motion to Adjourn: 6:56pm – made by Joanne R.; seconded by Nancy R. Vote 5-0-0.

Documents Used in Meeting:

Wareham Free Library BoLT Minutes (September 16, 2021; October 21, 2021)
Form Submission from: Board, Committee, Commission Application for Dawn Tenney
Director's Report November 18, 2021 (October 2021 statistics)
Expense Report 18-November-21
WFL BoLT Orientation/Onboarding sheet
Trustee Short Bio/Photo sheet
The Wareham Free Library Board of Trustees By-Laws (signed)

Date Signed:

1/20/2022

Attest:

Melissa A. Dyer

Melissa A. Dyer, Chair

WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

Date Copy Sent to Wareham Town Clerk:

1/24/2022

Form submission from: Board, Committee, Commission Application

Town of Wareham MA via Town of Wareham MA <cmsmailer@civicplus.com>

Fri 8/27/2021 11:19 AM

To: Selectmen <selectmen@wareham.ma.us>;

*scan &
send
to Board*

Submitted on Friday, August 27, 2021 - 11:19am

Submitted by anonymous user: 2601:18d:c180:8780:1922:a685:32b8:4b5d

Submitted values are:

==Please provide the following information:==

Name: Dawn Tenney

Email: dawntenney24@gmail.com

dawntenney23@gmail.com - correct email

Committee/Board/Commission of interest to serve: Library

Board of Trustees

Alternate Committee(s): Recycling

Physical Address: 7 Ocean Ave Onset

Mailing Address (if different) Please include City, State, Zip

Code:

Home Phone: 978-821-1527

Work Phone:

Cell Phone:

Registered to Vote? (optional): Yes

What Town? Wareham

Hours available per week or per month: 2-4 hours week

Present business and/or work affiliations: None

Current Town offices held in Wareham or elsewhere: None

Briefly describe why you believe that you would be an asset to this committee. Please include any special training and qualifications.:

Masters degree in Nursing Administration

20 years as Associate Chief Nurse at Mass General Hospital

45 plus years of leadership experience

The results of this submission may be viewed at:

<https://www.wareham.ma.us/node/8356/submission/8036>

Mrs

Director's Report
November 18, 2021

Statistics: October 2021

Hours open per week	50	Circulation	6,507
Door Count	3,944	Overdrive Circulation	1,440
Total Reference	169	New Patrons Regist.	57
Technology Assistance	26	Total Patrons	13,021
Meeting Room use:	18	Volunteer Hours	6 Volunteers 38 hrs

Public use of computers – 248

Hours of public computer use – 157

Juvenile Programs – 9 Total Attendance – 111 Adult Programs – 0 Total Attendance – 0

Director time on Circulation Desk – 54 hours/ 136 hours

10/21/21 – Interviews with HR Director for the Library Assistant Position.

10/21/21 – Meet Supt. Dr. Shaver-Hood to introduce myself and talk about issues with students at the library.

10/25/21 – Attend Fall Town Meeting.

10/27/21 – Library closed for storm

11/4/21 – Interviews with HR Director for the Library Assistant Position.

11/9/21 – Attend Friends of WFL Monthly meeting.

11/16/21 – Attend Virtual Meeting of Networking Group USA

11/17/21 – Attend meeting of Wareham Community Associates

Staff – S. Miller back on November 1st after being out for two weeks. I believe the part time Library Assistant position will be filled shortly but awaiting official word from the HR Department.

Building and Grounds – Storm of October 27th took down a few branches in the yard and a lot of leaves. Overall though, library made it through in flying colors. Power was on the day after and library staff promoted the library as a warming center for the community Thursday, Friday and Saturday. Library was very well used.

Other – We have worked closely with the Police Department and Town Administration to break the cycle of middle school student misuse of the library in the afternoon. Police are present most afternoons and have helped the situation immensely. I am reaching out to a few other individuals for assistance as well.

Programs – Sharon Ward program rescheduled for January. Christopher Daley 1620 program was held on the 15th and had 44 people attending. We are also joining up with the Tewkesbury Public Library for four virtual author programs in November as well as a Zoom program with Fiction writer David Baldacci on December 9th. Celtic Harpist Aine Minogue will be playing at the library on December 13th.

Respectfully submitted
Patrick W. Marshall

Expense Report

18-Nov-21

General Fund

Account	Line Item	Amnt Budgeted	Amnt. Spent	Amnt Remaining	Percentage
511000	Library Salaries Regular	\$ 249,874.00	\$ 86,132.92	\$ 163,741.08	34.47%
512000	Library Salaries Part Time	\$ 21,735.00	\$ 12,985.39	\$ 8,749.61	59.74%
521000	Electricity	\$ 31,000.00	\$ 15,087.42	\$ 15,912.58	48.67%
521200	Natural Gas	\$ 10,000.00	\$ 53.74	\$ 9,946.26	0.54%
523000	Water	\$ 1,400.00	\$ 766.12	\$ 633.88	54.72%
523100	Sewer	\$ 1,300.00	\$ 646.00	\$ 654.00	49.69%
524400	Rental/ Leased Equip	\$ 2,500.00	\$ 915.00	\$ 1,585.00	36.60%
530200	Data Processing	\$ 18,000.00	\$ 17,135.06	\$ 864.94	95.19%
542000	Library Office Supplies	\$ 1,000.00	\$ 918.42	\$ 81.58	91.84%
543100	Library Alarms	\$ 1,700.00	\$ 1,131.00	\$ 569.00	66.53%
551100	Books & Subscriptions	\$ 6,668.00	\$ 1,676.19	\$ 4,991.81	25.14%
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	\$ -	\$ 9,365.67	\$ 42,813.10
	Library Gift	\$ 5,772.69	\$ 1,397.00	\$ 581.54	\$ 6,588.15
	Library Revolving	\$ 5,105.41	\$ 733.50	\$ -	\$ 5,838.91
	Spinney Gift	\$ 1,634.68	\$ -	\$ 1,041.72	\$ 592.96
	Library Foundation	\$ 37,375.90	\$ -	\$ 4,556.61	\$ 32,819.29
	Gift Library Friends	\$ 6,209.41	\$ -	\$ -	\$ 6,209.41



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/g/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)

Lives in the Tihonet Pond area with her husband and 2 cats. Loves everything that libraries represent – community, literacy, equal access, innovation.



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.



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.

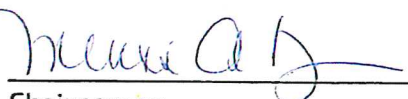
Section 4. Powers

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

