



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thursday, January 16, 2020

TIME: 6:00pm

LOCATION: Main Library Conference Rm
59 Marion Rd., Wareham, MA

Board Members/Attendees Present: Melissa Dyer (Chair), Aprilleigh Lauer (Vice Chair), Linda Jackson, Nancy Rice, Joanne Robertson, George Ripley (Director), Mallory Callinan (at 6:21pm)

Board Members/Attendees Absent: Deanne Bonnar (Secretary), Jennifer Lucas, Selectman's Rep.

Call to Order: 6:07pm

Review of Minutes: Aprilleigh made motion to amend and approve 11/21/2019 Minutes with minor amendments made by Board in session; seconded by Joanne; passed 5-0-0.

Announcements: Steve Miller's (Reference Librarian) wife is in labor and Steve is on brief hiatus. Good wishes extended to family by board members.

Public Comment: Nothing at this time – no public in attendance.

Report - Friends and Foundation:

Friends' report given by Nancy. Fundraising efforts: the Holiday Concert netted \$456 & Patriot's Poncho raffle netted \$131.10 after tax. Donation of \$2000 made to Spinney for operations and \$5000 to Main Library for 2nd installment of book expenses. Will be reimbursing Steve Miller \$275 for courses taken to improve services (1. Digitization for Small Institutions; 2. Evaluating Digital Projects). The group debriefed events from 2019 to tweak in 2020. See November Minutes for attachment of 2020 Book Sale Calendar – 1st sale is slated for March 23-28. 2020 Calendar of Friend's Events includes November Jewelry Sale; no dates as yet for Duck Race and Redman Hall Production.

Foundation report by George. May 14th, 2020 will be the Annual Author Event featuring Hallie Ephron at Salerno's in Onset. There will be a fundraiser at Stone Path Malt at some point – discussion about food to be served ensued (the Great Pizza Debate).

Correspondence: Melissa will continue to forward emails from MBLC to all WFL BoLT members until such time as they receive individually. Legislative Breakfast to be hosted at the new Swansea Library on January 17th at 8:00am.

Old Business: See Trustee Matters below.

New Business: A discussion of ways to generate advocacy and public interest for the WFL included the idea of getting volunteers to assist the limited library staff with shelving. The first step would require the WFL BoLT gathering on a specific day/time to tackle the work. Idea would be to see difficulties entailed in the work before moving to the next stage of "Community Leaders Day at the Library." Opportunity for town bigwigs

and respected local leaders to pitch in and help with shelving, etc. Great promo opportunity to build public support and bring fresh faces into the library – shoot for a summer launch (June or July). A possible day would be Wednesdays. Further discussion at next meeting – Melissa will gather possible promo materials.

Director's Report: George presented both the November and December Monthly Reports. Highlights include: Standard Times delivery has begun; all museum passes are in place, however, Patriot's Place pass is unaccounted for at present; the town Municipal Maintenance office will be replacing the street light in the back parking lot that was struck by an SUV; library statistics show that more than 50% of town population has a library card; attendance at story times at both branches remains consistently high; attendance at offered programs remains consistent and building; computer tables/study carrels have been rearranged to create a sense of more private usage thus reducing current stress of "too close" contact.

Additionally, the institution of the "ASch Hangout" has resulted in an average of 15.8 students utilizing the large meeting room on unbooked nights. This has helped with the noise level in the main teen area and the usability of the rest of the library during afterschool hours.

George has also enacted a "sponsor" program to assist with creating more accountable youth users by pairing suspended users with a friend or group of friends responsible for his/her actions. Infractions result in multiple expulsions and have had a calming influence on some of the behaviors. Possibility of a room volunteer would be nice as currently George spends much of his afterschool hours policing the area. Mallory suggested a Walmart grant specific to reading programs to subsidize a staff/mentor in that capacity.

George gave a "wish list" of future library staffing: 1 FT Librarian & 1 PT Assistant Librarian in Tech/Circulation Librarian; 1 FT Librarian & 1 PT Assistant Librarian in Youth Services; 1 FT Librarian & 1 PT Assistant Librarian in Reference/Archives; reinstitute Pages.

Finally, George reported on the Department Expense Budget. Noted that the old fuel oil line item has finally been changed to reflect the current use of natural gas (propane) for utilities. Noted that if the town only allows for a 2.5% maximum increase in budget annually to the library, it would mean that there will be a \$19,000-\$20,000 deficit in the budget needing to be filled. As of July 2022 (end of current contract), George's salary will also need to be adjusted to the Union Director level which may be unsustainable at current increases. This is of concern in strategic planning moving forward.

Trustee Matters: George reported that the Town has never received a copy of the updated WFL BoLT Bylaws submitted last spring (2019). As a result, the current BoLT will resubmit the Bylaws after reviewing at the next BoLT meeting. This final review will allow George to review with the BoLT the areas where the current version may need to adjust to the MGL minimum recommended procedures and policies for best practices. George will bring a copy of the MGL recommendations to the meeting. In addition, suggestion was made to review similar town/library structured bylaws for consistency in practices – Mallory to source Falmouth; George to source Mattapoisett; Aprilleigh to visit Trustees List Serve for additional information.

As Jennifer was unable to attend meeting, the discussion regarding BoLT term limits discussion was tabled until the next meeting.

Next Meeting: February 20, 2020

Adjournment: 7:48pm - motion made by Joanne; seconded by Aprilleigh; passed 6-0-0.