

WFL BOARD OF LIBRARY TRUSTEES MINUTES

DAY/DATE: WEDNESDAY, MARCH 8, 2023

TIME: 5:30 p.m.

LOCATION: Wareham Free Library

1. Call Meeting to Order: 5:53 PM

- a. Present: Holli Van Nest, Chair, Sarah Corbitt, Secretary, Nancy Rice, Peter Gold and Larissa Fuchs, Trustees. Also present were Patrick Marshall, Director and Elissa Heard, WFL Foundation and Linda Scharf, Friends of WFL.
- b. Absent: Deanne Bonnar, Vice Chair and Margit Price, Trustee

2. Review and Approval of Minutes

- a. February 8, 2023 Board Meeting Minutes
 - i. P. Gold moved and N. Rice seconded. Approved 4-0-0

3. Announcements

- i. S. Corbitt shared a document outlining her idea for A Thousand Lives book club. Discussion held to the April 12 meeting

4. Reports: Friends and Foundation

a. Foundation:

- i. E. Heard from the WFL Foundation said the Foundation Comedy Night will be May 6 at the Stone Path Malt. Doors open at 6 pm, and the event starts at 7 pm.
- ii. The WFL Foundation is beginning to discuss holding a Wareham Library Foundation Annual Summer Gala, possibly on Aug. 11, 2023. They are in the very early stages of planning, but they hope to get donations and sponsorships, with a possible attendance of 100 people. The gala will be planned in close collaboration with the Library Director and staff, Board of Trustees, the Friends, as well as legacy donors. Next steps will be to form a Gala Committee consisting of Foundation members, Board of Trustee members, community members and local businesses. The Trustees indicated they were willing to help however possible.
- iii. The Foundation donated \$30,000 to cover some part-time staff for the Library and utilities at the Main Branch.
- iv. The Foundation will begin meeting at 7 pm the first Wednesday of every month starting in May. With this change, they hope to accommodate new members who are working at the current meeting time of 4 pm.

b. Friends:

- i. N. Rice reported the first Book Sale of the year will be held Thursday, March 23 through Saturday, March 25. Set up will be on Wednesday, March 22 and help would be welcomed.

5. Director's Report

- a. There was discussion around P. Marshall's report to the Finance Committee for the Fiscal 2024 budget. BoLT members agreed it was an excellent report and discussed the best way to use it in the Board's outreach into the community.
- b. There was also discussion about the final Long Range Planning (LRP) report, when it will be done and how it will be presented.

6. Trustee Matters

- a. H. Van Nest announced the Executive Committee (Chair, Vice Chair and Secretary) would like to meet from time to time to discuss various Library issues as they arise. There was general agreement that this was a good idea.
- b. Use of the Town Seal: H. Van Nest has followed up on whether the BoLT has been given Select Board approval in the past to use the Town Seal on their documents, but has been unable to confirm this. H. Van Nest recommended the BoLT not use the Town Seal on their documents. There was general agreement among BoLT members.
- c. H. Van Nest suggested BoLT members consider who the next slate of Officers should be, and come prepared to discuss at the April 12 meeting.
- d. There is no new update on the Settlement Agreement and it seems there won't be until after Town Meeting. The Board agreed to revisit this at our May meeting and decide what our next steps will be.
- e. Progress on Goals
 - i. Increase community outreach and awareness of Library
 - 1. Outreach Subcommittee member P. Gold read Vice Chair and Outreach Subcommittee Chair D. Bonnar's summary of the work the Outreach Subcommittee has been doing.
 - a. The next community groups the subcommittee will target are:
 - i. The Council on Aging
 - ii. Community Youth Empowerment
 - iii. Head Start
 - b. The committee suggested a follow up mailing about the LRP to LRP attendees and original LRP outreach list, and the Board agreed this was a good idea.
 - c. Town meeting presence: After discussion about lack of response from the Town Moderator and potential other issues that were raised, the Board agreed to stop pursuing this possibility for the Spring Town Meeting.

- d. P. Marshall suggested the BoLT think about handing out fliers and/or getting a table at the Oyster Festival on May 28, 2023. There was general agreement that this was a good idea and also at the Friends upcoming Duck Race. Next steps TBD.
- e. N. Rice said the Friends will display the BoLT recruitment flier at the upcoming Book Sale March 23 - 25.
- f. There was a general discussion on the creation of a combined outreach committee between the BoLT, the Friends and the Foundation.

P. Gold will be following up with the Outreach Subcommittee members on the above.

ii. Continued focus on BoLT responsibilities and processes

- 1. Discussion of annual review of policies
 - a. Discussion held to the April 12 meeting.
- 2. Review and possible vote on by-laws changes
 - a. Discussion and possible vote held to the April 12 meeting.

- f. Any other Trustees business not reasonably anticipated 72 hours prior to the posting of this meeting.

7. Public Comment

- a. L. Sharf suggested the BoLT consider having a table at or materials available for the Wareham Trade Show on Thursday, March 30 at the Town Hall Auditorium, hosted by the Wareham Redevelopment Authority. She said she would be going to their meeting the next day, and H. Van Nest requested that she reach out to Dan Butler, Chair of the WRA, to indicate the Library's interest in staffing a table at the event.

8. Adjournment: 7:08 pm

- a. S. Corbitt moved, P. Gold seconded. Approved 5-0-0

Calendar of Meetings

April 12, 2023	May 10, 2023	June 14, 2023
----------------	--------------	---------------

Documents used in the meeting:

- Wareham Library Foundation Annual Summer Gala outline
- Director's Report
- WFL March 6, 2023 Expense report
- Director's report to the Financial Committee: Wareham Free Library at a Glance
- 2009 Settlement Agreement
- Minutes of February 8, 2023 meeting

Date signed: April 19, 2023

Attest: Sarah Corbitt

Sarah Corbitt, Secretary, Wareham Free Library Board of Trustees