



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thursday, January 20, 2022

TIME: 4:00pm

LOCATION: Virtual – ZOOM Meeting

<https://us06web.zoom.us/j/88301206829?pwd=UTNqbmJYNFgxUStaekErMXZzRUMzZz09>

Meeting ID: 883 0120 6829 **Passcode:** 210563

Board Members/Attendees Present: Melissa Dyer (Chair – left meeting at 5:30pm), Joanne Robertson (Vice Chair), Deanne Bonnar, Nancy Rice, Margit Price (arrived 4:15), Holli Van Nest, Patrick Marshall (Library Director – arrived 5:05).

Board Members Absent: All present.

Call to Order: 4:09 by M. Dyer.

Announcements: Motion by M. Dyer for H. Van Nest to serve as Secretary pro-tem for today's meeting; seconded by D. Bonnar; vote 5-0-0.

Review and Approval of Minutes:

Motion by J. Robertson to accept November 18, 2021 revised minutes; seconded by N. Rice; vote 6-0-0. These minutes will be submitted to the Town Clerk and will be in addition to the original November 18, 2021 minutes previously posted with the Town Clerk. Motion by N. Rice to accept December 16, 2021 minutes; seconded by D. Bonnar; vote 6-0-0.

Public Comment: Nothing currently.

Foundation Report:

M. Dyer reported that the original Memorandum of Understanding, signed in 2016, expired in 2021 and is no longer in effect. Discussion followed of Trustees' responsibility which is to provide support and feedback as the Library Director, Friends, Foundation and Town work through next steps.

Zoom Virtual Meeting interrupted/ended abruptly at 4:30pm and was restarted at 4:35.

Friends Report:

Rice reported that the Cultural Council grant is paying for the Friends' March concert (March 13, 2022, New England Irish Harp Orchestra). Trustees were all emailed Friends of the WFL - 2022 Calendar. The June book sale date is yet to be determined.

Correspondence:

M. Dyer continues to forward email from the MBLC. Nothing further received.

Old Business:

The Board discussed the WFL survey questions developed by Steven Miller, library staff. There was general agreement that the goal of the survey would be to find out who's using the library and what their wants/needs are, and who is not using the library, and why. The survey would also include demographics of users/non-users. The Board agreed the survey needs to contain fewer questions than in the survey presented to them. M. Dyer will update the survey based on Board feedback and discussion will continue at the next Board meeting.

The Board discussed how to publicize the survey beyond just the website and sending an e-mail to all current library cardholders. Ideas included:

- Making the most of Impact stories in a Get to Know Your Library campaign;
- Using the survey and stories as an opportunity to work with local media;
- Including the Friends & Foundation meetings in the WFL Calendar of Events,
- Meet your local Trustee(s) event(s);
- Friends, Foundation, Trustees and WFL Director for a media event

P. Marshall informed the Board that the Massachusetts Board of Library Commissioners (MBLC) is hosting a Love Your Library event and providing press releases and other resources for libraries to use. The Board agreed this campaign would be a great thing for P. Marshall and other staff to get behind by advertising it in the library, on the website and on FaceBook, and by connecting with the Wareham Week. Board members will participate by creating hearts which indicate what they love about the library, taking pictures of themselves with the hearts and send those pictures to P. Marshall to be used in the WFL campaign.

New Business:

M. Dyer discussed numerous Town documents regarding committees/boards that she had distributed to all Trustees. The Board will begin discussion of these at the next Board meeting.

Director's Report:

P. Marshall sent the monthly Director's report and Expense report to Trustees prior to the meeting. Some highlights he discussed:

- Some programs are being postponed right now due to the Omicron surge;
- All staff computers are scheduled to be replaced soon; and
- WFL is continuing curbside pickup on request.

H. Van Nest suggested that the Statistics included in the Director's report might be more useful if they were part of a month-by-month comparison. Discussion followed about whether a monthly, 6-month or a fiscal year-end comparison might be helpful. P. Marshall will review what's possible.

P. Marshall noted that the Expense report is in line with the library's budget.

Trustee Matters:

Question was raised about name consistency in the minutes. H. Van Nest agreed to follow-up with Judith Whiteside and M. Dyer prior to the next meeting for clarification.

The Board agreed to continue our meetings virtually for now, and we agreed to change the start time to 4:00 p.m. It was understood by all members that P. Marshall may not always be able to attend the entire meeting.

Recording of the minutes:

January – H. Van Nest	April – N. Rice	July – D. Bonnar (*unless a secretary is elected)
February – D. Bonnar	May – J. Robertson	August – M. Price (*)
March – M. Price	June – H. Van Nest	

Next Meeting:

Thursday, February 17, 2022, 4:00 p.m. Virtual – ZOOM

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

Motion to Adjourn: 5:44 p.m. – made by M. Price; seconded by N. Rice; vote 5-0-0

Documents Used in Meeting:

Wareham Free Library BoLT Minutes (November 18, 2021-revised)

Wareham Free Library BoLT Minutes (December 16, 2021)

Survey Questions – Steven Miller

Town of Wareham Board of Selectmen “Roles of the Chair and the Clerk”

Guide to Posting Meetings, Agendas & Minutes

Sample: Town of Wareham Board of Selectmen Meeting Agenda (Sept. 28, 2021)

Sample: Town of Wareham Minutes of Meeting of the Board of Selectmen (Sept. 28, 2021)

MASS.GOV State Ethics Commission Document

MOU – Town of Wareham; Trustees, Foundation and Friends of the WFL (signed 11/1/2016)

Director’s Report January 20, 2022 (December 2021 Statistics)

Expense Report 20-Jan-22

Date Signed: 2/17/2022

Attest: _____

Melissa A. Dyer, Chair

WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

Date Copy Sent to Wareham Town Clerk: 2/18/2022



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:

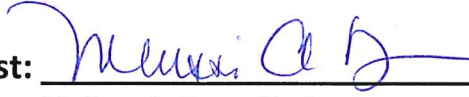
Thursday, December 16, 2021 at 5:00pm at the Wareham Free Library (main branch).

*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, Chair
WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES
Date Copy Sent to Wareham Town Clerk: 1/24/2022



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thursday, December 16, 2021
TIME: 5:00pm
LOCATION: Wareham Free Library Main Branch

Board Members/Attendees Present: Melissa Dyer (chair), Joanne Robertson (Vice Chair), Nancy Rice, Margit Price, Patrick Marshall (Director)

Board Members Absent: Deanne Bonnar, Holli Van Nest

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

Review and Approval of Minutes:

Review of November 18, 2021 Minutes. Motion to accept Minutes by Joanne R.; seconded by Nancy R.; vote 4-0-0.

Announcements: Nothing currently.

Public Comment: Nothing currently.

Friends Report:

Did not meet in December. Holiday Fair reported sales of \$1,399 - a great result. The Imagination Library Program currently has 206 active and 177 graduate participants with the program. Town Select Board accepted a \$1,500 donation from the WFL Friends – this will be used for operating expenses at the Spinney Library. The proceeds of the very well attended Jewelry and Accessories Sale were \$5,242. The trustees agreed that the Friends, with Priscilla Porter's leadership, had done an outstanding job fundraising over the challenging past year. The trustees will send a thank you note expressing the Board's appreciation. Mel D. to write and send out a draft for review.

Foundation Report:

Patrick reported that the Foundation met in early December and are working to complete their year-end appeal. They are in the process of planning fundraisers for 2022 and are considering another Harp Concert, possibly in March (date tbd).

Correspondence:

Mel D. continues to forward email from the MBLC.

Old Business:

The "Orientation for new Trustees" packet (living document) has been completed; copy will be forwarded to Steve Miller at the library to for the records/website. Follow-up on last month's discussion re: "stories for our back pocket" to spread the word about the great work of the library and its impact on our community. The MBLC Marketing Survey Kit and Social Media Kit contain examples of how to gather and tell these library user stories. Joanne R. raised question of whether the Imagination Library program could be used as a resource in publicizing WFL good works; possibly reach out to families/children impacted by the program for their story. Mel D. thought that perhaps some of the Friends might agree to give testimonials regarding their library experience (especially Priscilla) as their fundraising continues to make an exceptional contribution to the library's finances. Nancy R., as Friends liaison, will ask the group.

New Business:

After the November meeting's questions regarding impact stories, Margit P. held an informal email survey of her friends/neighbors (17 total) and reported the feedback. Survey queried households about their use of the library. Overall results indicated that her neighbors valued the library a great deal, but were unaware of current offerings like e-books and digital materials available through Overdrive, the SAILS system, Libby and Hoopla. She will collate the responses to her four questions and send these by email to the Board before the next meeting. Margit P. felt that the survey, even with the limited scope, reflected the belief that the WFL does tremendous things for the community, but that most people are not cognizant of the current programs and services.

Patrick agreed that more should be done to raise awareness of the WFL and its programs and a lively discussion followed about a "Get To Know Your Library" campaign to culminate in October 2022 – national library month. Showcase offerings (programs, wifi, books – online and digital media, computer services, tech help, ancestry & reference services, museum and park passes – culture, Reading Partners/tutoring). Suggestions made were to have a series of Library Open House events – themed (reference, children, science, etc.). Mel D. also suggested that perhaps community leaders (Select Board, Fire Chief, Chief of Police, popular teachers/coaches, Gatemen players, BSA/GSA Leaders) and well-known sports figures or musical celebrities (Jordan Rezendes – BB player, Grace Morrison – musician) could be invited to help publicize these and attend. Former WFL Director George Ripley had a connection with a local musician – Mel D. will follow up with him. This discussion to be added to January meeting agenda to be more fully explored by all members of Board. As a survey would provide valuable information regarding the Wareham community's awareness of library services and their needs/wants/library's impact, Steven Miller's survey questions were distributed and should be reviewed by trustees for the January. Mel D. asked trustees to prioritize the questions - pick five questions that should be included in our first survey followed by five for the 2nd survey, and so on. Consider including a question to help with gathering stories – "What's your story?" "Tell us the impact the library had on you..." or something similar.

Director's Report:

Patrick presented the Director's Report key points and highlights (see "Documents Used" section) and then presented the monthly expense report. There was nothing unexpected in the expense report. He mentioned the Wareham Garden Club's efforts and wanted to express his appreciation of their latest efforts to beautify the library grounds. Mel D. will write a note to express the thanks of the library staff and the Board. Patrick also distributed a copy of the fiscal 2023 proposed budget for comment.

Trustee Matters:

Next month's minutes are scheduled to be taken by Holli. If anyone is unable to complete recording duties, please reach out to other trustees to arrange a switch. Trustees presented a holiday gift card to Patrick from the Board to the library staff in thanks of all the critical work they've done this past year. The gift card is intended to provide lunch for the staff at some future day/time.

Mel D. asked for those Trustees that had not already done so, to download the "Discrimination and Harassment Policy" from the Town website and to read the document, complete the receipt page and deliver the original, signed page to the Town Clerk and a copy to the Board (Mel D.).

Recording of the minutes:

December - Margit P.

January - Holli VN.

February - Deanne B.

March -Margit P.

April - Nancy R.

May - Joanne R.

June - Holli VN .

July – Deanne B. (unless a secretary is elected)

August – Margit P.

Next Meeting:

Thursday, January 20, 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: 6:30pm – made by Mel D.; seconded by Joanne R. Vote 4-0-0.

Documents Used in Meeting:

Wareham Free Library BoLT Minutes (November 18, 2021)

Director's Report December 16, 2021 (November 2021 statistics)

Expense Report 16-December-21

Departmental Expense Budget - The Wareham Free Library Fiscal Year 2023

Survey Questions – Steven Miller

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

The Wareham Free Library Board of Trustees and staff have been working towards the goal of bringing a first class library service to the Town of Wareham.

The Library is entering into the next phase of our development and want to hear from you. We need to know what services, materials and programs you currently use, and what additional things you would like to see us provide. Your feedback will assist us in evaluating and planning for future library services and programming needs.

Page 1 – Demographics

1. To which gender do you most identify? (One response)
 - a. Male
 - b. Female
 - c. Transgender Male
 - d. Transgender Female
 - e. Gender Variant/Non-Conforming
 - f. Not Listed _____ (Fill in response)
 - g. Prefer not to answer
2. How old are you? (One response)
 - a. 0-18 years
 - b. 19-29 years
 - c. 30-39 years
 - d. 40-49 years
 - e. 50-59 years
 - f. 60-69 years
 - g. 70+ years
3. Do you live with one or more child under the age of 18 at home? (One response)
 - a. Yes
4. No
Do you have internet access at home? (One response)
 - a. Yes
 - b. No
5. What is your zip code? _____ (Fill in response)

5-6
5-6 2nd

Page 2 – Use of Library

6. How often do you visit or use services at the main branch of the Wareham Free Library (59 Marion Road, Wareham, MA) (One response)
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Yearly
 - e. Never
7. How often do you visit or use services at the Spinney Memorial Branch in Onset? (One response)
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Yearly
 - e. Never

If answered never to question 6 or 7

8. What is one reason you don't visit the Wareham Free Library or Spinney Memorial Branch? (One response)

- a. Don't need to use the library
- b. Use the Internet or personal device
- c. Get information from other sources
- d. Buy or rent own materials
- e. Don't enjoy reading
- f. Too busy
- g. Doesn't offer the services I need
- h. Other _____ (Fill in response)

Page 3 – About Library Questions

9. Do you have a SAILS library card? (One response)

- a. Yes
- b. No

10. What services are you interested in using at the Wareham Free Library? Check all that apply. (Checkboxes)

- a. Checking out books from the adult fiction or non-fiction collection
- b. Checking out young adult or children's books
- c. Checking out DVDs or Blu-ray videos
- d. Using newspaper & magazine collection
- e. Public computers
- f. Public Wi-Fi
- g. Children's programming
- h. Adult programming
- i. Technology/computer classes
- j. Libby/Overdrive
- k. Hoopla
- l. Ancestry Library Edition
- m. Checking out museum passes
- n. Stone Research Room
- o. Other _____ (Fill in response)

11. Using the letter of the choices from the last question, please rank in order of importance your top three library services:

- 1st _____
- 2nd _____
- 3rd _____

12. What services might interest you if they were offered at the Wareham Free Library? Check all that apply (Checkboxes)

- a. Checking out STEM activity kits
- b. Expanded museum pass selection
- c. Expanded DVD/Blu-ray collection
- d. Offering "Library of Things" items patrons could check out (Ex. Ex. Binoculars, Knitting needles, Musical instruments, Drill/Wrench set, Puppets, etc.)
- e. Offering Tumble Book or Tumble Math e-book collection
- f. Access to Learning Express Library (K-12 help, SAT/AP prep, US Citizenship test, Career test prep/exams)
- g. Expanded Stone Research Room hours
- h. Other _____ (Fill in response)

13. How do you find out about library programs and services? (One response)

- a. Newspaper or online newspaper
- b. Library website
- c. Social Media or Facebook

- d. Library staff
- e. Neighbors/Friends
- f. Other _____ (Fill in response)

14. If we expanded hours at the Main Library or Spinney Memorial Branch, which would you be interested in? Check all that apply. (Checkbox)

- a. More evening hours during the week at the Main Library
- b. Additional daytime hours during the week at the Spinney Memorial Branch
- c. Additional evening hours at the Spinney Memorial Branch
- d. Weekend hours at the Spinney Memorial Branch
- e. Other _____ (Fill in response)

15. If there is one thing you would change about the library, what would it be? (Fill in response)

16. Would you be interested in participating as a Friend of the Wareham Free Library, on the Board of Trustees, or library volunteer? (One response)

- a. Yes
- b. No

17. What do you LOVE about the WFL?

18. What would you like to see in future at the WFL?

19. Do you have concerns about the WFL?



Town of Wareham Board of Selectmen

THE ROLES OF THE CHAIR AND THE CLERK

SECTION A - MASS GENERAL LAW

OFFICERS OF BOARDS, COMMITTEES AND COMMISSIONS

The Open Meeting Law Guidebook states that “at a minimum, a chair and clerk should be chosen by vote of the committee.” Because the public bodies are required to adhere to the Open Meeting Law, the Public Records Law, the Conflict of Interest and Ethics Law, as well as other laws and legal requirements of specific boards, commissions and committees, these two roles work in tandem to protect the members of each public body as well as the Town. A record of committee officers should be submitted annually in writing to the Town Clerk, the appointing authority, and the Select Board’s office.

SECTION B - THE ROLE OF THE CHAIR

The role of the Committee Chair summarized from the Committee Member Handbook.

1. The Chair presides at all meetings, decides questions of order, calls special meetings, and signs official documents that require the Chair’s signature. The Chair has the same rights as other members to offer resolutions, make motions, discuss questions, and vote. (The Town follows *Roberts Rules of Order, newly revised 12th edition.*)

2. The Chair schedules the place, date, and time of meetings.

For more information about scheduling meetings, see sections 2.2 and 2.5 of the Committee Member Handbook.

3. The Chair creates the meeting agendas and ensures meeting notices are officially posted as required by Open Meeting Law.

Agendas should be emailed to meetings@wareham.ma.us for posting. See sections 2.3 and 2.4 of the Committee Member Handbook. A recent Board of Selectmen Agenda is attached for reference. A “Guide to Posting Meetings, Agendas & Minutes” prepared by the Town Clerk’s office is also attached. It is the responsibility of the committee chair to ensure that posting requirements are satisfied. The chair should consult with the Town Clerk if in doubt regarding posting requirements.

4. The Chair ensures that needed materials are available to the members in enough time so that all members are prepared for each meeting.



Town of Wareham Board of Selectmen

5. The Chair creates and submits the Annual Report.

See section 4.1 of the Committee Member Handbook for information about what should be included in the Report. The deadline for submission of this report is July 31.

6. The Chair **promptly** notifies the appointing authority of important changes in membership.

Some examples of changes include selection of a new officer, a resignation or a relocation of a member out of Wareham. See section 1.5 of the Committee Member Handbook regarding resignations of committee members. Notifications of vacancies should be reported to the Select Board's Office as soon as possible so that the position can be advertised to the public. It may take several weeks for an applicant to be recommended by the committee, appointed by the Select Board and sworn in by the Town Clerk.

A record of committee officers should be submitted annually in writing to the Town Clerk, the appointing authority, and the Select Board's office.

7. The Chair works closely with the Clerk to follow the Open Meeting Law and Public Records Law requirements for all minutes, documents, and records.

See Appendix B and Appendix C in the Committee Member Handbook.

SECTION C - THE ROLE OF THE CLERK

The role of the Committee Clerk summarized from the Committee Member Handbook-

1. The Clerk is responsible for recording and transcribing the Committee's minutes according to the Open Meeting Law (if not done by staff). Minutes **must include**: the date, time and place of the meeting; the members present or absent; the decisions made and actions taken, including a record of all votes; a summary of the discussions on each subject; a list of all documents and exhibits used at the meeting; and the name of any member who participated in the meeting remotely.

Minutes from a recent Board of Selectmen meeting is attached for reference.



Town of Wareham Board of Selectmen

2. The Clerk then files the minutes that have been approved by majority vote with the Town Clerk's Office and later, ensures the posting of the minutes online. This must be done in a "timely" manner according to the Open Meeting Law, "within the next three public body meetings or 30 days from the date of the meeting, whichever is later."

A "Guide to Posting Meetings, Agendas & Minutes" prepared by the Town Clerk's office is attached.

3. The Clerk will read aloud the official notice of a public hearing whenever a committee convenes for a public hearing.
4. The Clerk ensures that the Annual Report has been filed by the deadline.

See section 4.1 of the Committee Member Handbook for information about what should be included in the Report. The deadline for submission of this report is July 31.

5. The Clerk ensures that each member has a current Certificate for the Open Meeting Law requirement on file within two weeks of appointment and has a Certificate for the Conflict of Interest Ethics Training program on file within 30 days of appointment with the Town Clerk and keeps copies of each.

See Appendix B for a summary of the Massachusetts Open Meeting Law. A link to the Certificate may be found in Section 2. Training should be done by newly appointed AND reappointed members.

See Appendix A for a link to the Certificate for the Conflict of Interest Ethics Training. Conflict of Interest Ethics Training must be completed EVERY 2 YEARS.

6. The Clerk works closely with the Chair to follow the Open Meeting Law and Public Records Law requirements for all minutes, documents, and records.

See the attached "Guide to Posting Meetings, Agendas & Minutes"

7. The Clerk should be aware of which members are due for renewal each year. Applications for reappointments should be submitted by May 1 to give time for the Select Board to vote on and approve the appointment and for the member to be sworn in with the Town Clerk prior to the end of the current term.



**Town of Wareham
Board of Selectmen**

SECTION 4 - ACKNOWLEDGMENT FORM

 I acknowledge that I have received a current copy of the Committee Member Handbook.

 I acknowledge that I understand the role and duties of the Committee Chair and Clerk

Attachments-

September 28, 2021 Board of Selectmen Agenda

September 28, 2021 Board of Selectmen Approved Meeting Minute

Guide to Posting Meetings, Agendas & Minutes

Commonwealth of Mass Open Meeting Law Guide Table of Contents, Overview and Certificate of Receipt form

Information from Mass.gov regarding Ethics Training for Municipal Employees

Signature _____

Printed name: _____

Committee: _____ Position: _____

Date _____

PLEASE RETURN THIS PAGE TO THE SELECTMEN'S OFFICE

Guide to Posting Meetings, Agendas & Minutes

This is intended to be a guide for chairs of multiple-member bodies, and their associated members, responsible for posting meetings and filing minutes.

PLEASE NOTE: A new email is in affect starting immediately; Meetings@wareham.ma.us

****Please designate in the Subject line either: AGENDA or MINUTES****

The Massachusetts Open Meeting Law (MGL Ch. 30A, §18-25)

Meeting Agenda Requirements

Meeting Agendas must contain the following information:

Name of the Committee

Date, Day of Week and Starting Time of Meeting

Location of Meeting

 Name of Town Building & Room

 Street address & Town for non-Town Buildings

Body of Agenda:

List of Topics the Chair reasonably anticipates will be discussed - **MUST BE SPECIFIC** itemized list so the public will understand what will be discussed **AND** which items a vote is anticipated to be taken at the meeting.

Old Business and New Business may be listed on the agenda. This is **NOT** for items to be voted on or may be controversial. It simply allows for conversation on old or new items not specifically listed on the agenda.

Agendas may include items to inform the public that certain matters may be discussed that arise after the meeting notice was posted. Such an item may be listed as: "Other -Topics not reasonably anticipated 48 hours in advance of meeting." Again, this is **NOT** for items to be voted on or may be controversial.

If the chair anticipates an executive session might be needed, that should be included on the agenda.

Posting a Meeting & Agendas

Meeting Postings & Agendas must be posted with Town Clerk **AT LEAST 48 hours PRIOR** to meeting, excluding Saturdays, Sundays and Legal Holidays.

The Open Meeting law requires 24 hour / 7 days a week access to meeting schedules and agendas. We must process & post each meeting in **BOTH** of the following locations to be in compliance.

Town Hall Bulletin Board

Town website*

* In order to provide as much convenience & transparency to the public we will be utilizing the Home page calendar.

***Reminders for Emailing Postings & Agendas:**

The ownership of making sure the Town Clerk's Office has received a posting falls on the person posting the meeting, not the Town Clerk's Office. The Town Clerk's Office will check the email mailbox every morning and 1 hour before closing time

- DO NOT send postings to an email of a specific staff person in the Town Clerk's office....instead please use the dedicated account Meetings@wareham.ma.us

****Please designate in the Subject line either: AGENDA or MINUTES****

Everyone in the office as well as IT has access to this email account and your posting can be processed despite individual work schedules, illness or vacations.

- If you are down to the wire to comply with the 48 hour notice, please call the Town Clerk's Office to inform us that you have emailed the posting so we can help assist you with compliance. This should happen ONLY in EMERGENCY situations.

- Should you want to verify that we have received your email and the meeting has been posted you can do so by going to the town's website and checking the calendar on the home page to see if the meeting is listed on that date.

When hand delivering your postings, please provide the Town Clerk's office with 3 copies of the Agenda. One is for our files, one for your records and one that will be posted on the bulletin board. An electronic copy of the document is also required for posting to the town website.

Meeting Postings & Agendas must be received at the Town Clerk's office within 60 minutes of Office closing on that day.

In order to be posted on the day received the Clerk's Office must receive the request by 5 PM on Mondays, 5:30 PM on Tuesdays, Wednesdays and Thursdays by 5 PM. Town Hall is closed on Fridays.

Town Hall Office Hours:

Monday, Wednesday & Thursday

8:15 to 6

Tuesday 8:15 to 6:30

***Fridays and any HOLIDAY which Town Hall is closed is NOT included in the 48 hours REQUIRED!**

NOTE: Any meetings not posted within these guidelines will NOT be in compliance with the Open Meeting Law and the committee should NOT meet. The Town Clerk's Office will post the meeting but the posting will clearly be marked as NOT in compliance with Open Meeting Laws on it.

Editing an Agenda

If something else comes to the attention of the chair after the posting deadline but before the meeting AND that matter was not something the chair should have reasonably anticipated the chair is required to update the meeting notice as soon as possible.

The new agenda should be clearly marked as REVISED and the old agenda should continue to be available on all posting areas (website calendars I agendas I bulletin board).

The same steps to post the meeting need to be followed to post the revised agenda.

Meeting Cancellations

Cancelling a meeting before the meeting is scheduled to start:

Should it be necessary to cancel a meeting before the meeting is scheduled to start (due to inclement weather or any other reason), the Chair of the public body or assigned member should notify the Town Clerk's Office as soon as possible so the postings (bulletin board & website) can be updated. We need to have a written notification of cancellation. You can cancel a meeting by simply sending an email to us stating what meeting you are cancelling.

Cancelling a meeting after the meeting when a quorum is not present:

It is necessary to inform the Town Clerk's Office when a posted meeting was not held, either due to lack of a quorum or any other unforeseen reason.

It is strongly recommended that a minority of members of a public body not "meet" in the absence of a quorum, and further, that such a group avoid discussion about any business within the jurisdiction of the public body, or any other matter.

Deliberations

A public body cannot discuss a matter that should have been reasonably anticipated unless the matter appears on the agenda.

September 28, 2021



TOWN of WAREHAM

Board of Selectmen

Meeting Agenda

7:00 p.m. – Meeting taking place remotely due to COVID-19

To join meeting:

<https://us02web.zoom.us/j/83258925070?pwd=dzh3SmlzTzBLaG1teEJmakpZb2lsZz09>

Passcode: 962288

One tap mobile:

+19292056099 (New York)

+13017158592 (Washington DC)

Webinar ID: 832 5892 5070

Passcode: 962288

1. **CALL TO ORDER BY CHAIRMAN**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **ANNOUNCEMENTS**
5. **CITIZEN'S COMMENTS**
6. **BOARD'S COMMENTS**
7. **APPOINTMENTS/REAPPOINTMENTS/ INTERVIEWS**
 - a. Library Board of Trustees-term to expire June 30, 2024
 - i. Holli Van Nest
 - b. Zoning Board of Appeals-appointment of one associate member-term to expire June 30, 2022
 - i. Christopher Conti
 - ii. Richard Semple
8. **LICENSES AND PERMITS**
 - a. Application from 99 West, LLC d/b/a 99 Restaurant & Pub, 40 Rosebrook Place, Wareham, MA. for a Change of Officers/Directors under the provisions of M.G.L. 138.
9. **TOWN BUSINESS**
 - b. Discussion and vote to name Claire Smith as Goodwill Ambassador for the Town of Wareham, England and approve signing of the Proclamation.
 - c. Discussion and possible vote to approve the opt-out and reduction fee applications for Curbside Billing FY21 in the amount of \$638.75 (Abatement Recommendation 7).

- d. Discussion and possible vote to accept FY@@ Curbside Revenue in the amount of \$1,273,760.00.
- e. Discussion and possible vote on Borrego Solar PILOTS.
- f. Discussion and vote regarding two HCA amendments between Town of Wareham and Doobie Inc. to reflect change of location from 3 Tow Road to 10 Little Brook Road for cultivating and manufacturing.
- g. Ratify hiring of Morgan Mattioli-Natural Resources Officer-DNR.
- h. Discussion and vote to recommend articles for the 2021 Fall Town Meeting Warrant.

9. TOWN ADMINISTRATOR'S REPORT

10. LIAISON/INITIATIVE REPORTS

11. CONSENT AGENDA

- a. Authorization to sign bills and documents, etc.
- b. Approval of meeting minutes: September 14, 2021.

12. ADJOURNMENT

13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

15. EXECUTIVE SESSION

M.G.L. 30A §21 (6) Re: Little Harbor-purchase of property
To consider the purchase, exchange, lease of value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

MINUTES OF MEETING OF THE BOARD OF SELECTMEN

Date of Meeting: September 28, 2021
Date of Transcription: October 7, 2021
Transcribed by: Cassandra Slaney

1. CALL MEETING TO ORDER BY CHAIRMAN

Remote meeting due to COVID 19

2. ROLL CALL

Selectmen Present:

Judith Whiteside, Chairman
Patrick G. Tropeano, Clerk
James M. Munise
Alan H. Slavin
Peter W. Teitelbaum, Esq.

Also Present:

Rich Bowen, Town Counsel

Not Present:

Derek Sullivan, Town Administrator

3. PLEDGE OF ALLEGIANCE

4. ANNOUNCEMENTS

Selectman Teitelbaum stated that the following articles have been approved:

Sign Zoning Bylaw Amendment
Definition of a 2 Family or Duplex Dwelling
Marijuana Testing Lab Setback
Ban Nip Bottle Sales

Marijuana Delivery Operators Bylaw
Updates to FEMA floodplain Bylaws
Both Wetland Bylaw Amendments

Selectman Teitelbaum also stated that the following articles have been extended
Amendment to Solar Bylaws
Local Initiative Program

Selectman Whiteside stated that the Town Charter Chart 2 article is being reviewed by the Senate.

There are 56 confirmed cases of Covid, 4 probable cases, and no deaths.

5. CITIZEN'S COMMENTS

None.

6. BOARD'S COMMENTS

None.

7. APPOINTMENTS/REAPPOINTMENTS/INTERVIEWS

a. Library Board of Trustees-term to expire June 30, 2024

SELECTMEN MEETING MINUTES-9/28/2021 (CONT'D)

- i. Holli Van Nest

Present before the Board: Holli Van Nest

MOTION: Selectman Tropeano moved to appoint Holli Van Nest to the Library Board of Trustees to a term to expire no later than June 30, 2024. Selectman Teitelbaum seconded.

Roll Call: Selectman Slavin-yes, Selectman Munise-yes, Selectman Teitelbaum-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

- b. Zoning Board of Appeals-appointment of one associate member-term to expire June 30, 2022

- i. Christopher Conti

- ii. Richard Semple

Present before the Board: Christopher Conti and Richard Semple

Discussion ensued pertaining to the recommendation by the Zoning Board of Appeals who should be appointed as a full member and associate member.

MOTION: Selectman Slavin moved to postpone the appointment to either individual until the following week upon receiving a final recommendation from the Zoning Board of Appeals.

Selectman Munise seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

8. LICENSES AND PERMITS

- a. Application from 99 West, LLC d/b/a 99 Restaurant & Pub, 40 Rosebrook Place, Wareham, MA. for a Change of Officer/Directors under the provision of M.G.L. 138.

MOTION: Selectman Tropeano moved to approve the application from 99 West, LLC d/b/a 99 Restaurant & Pub, 40 Rosebrook Place, Wareham, MA. for a Change of Officers/Directors under the provision of M.G. L. 138. Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

9. TOWN BUSINESS

- a. Discussion and vote to name Claire Smith as Goodwill Ambassador for the Town of Wareham, England and approve signing of the Proclamation.

Selectman Teitelbaum read into record the Proclamation naming Claire Smith as Goodwill Ambassador for the Town of Wareham, England. *(See attachment)*

MOTION: Selectman Tropeano moved to approve signing the Proclamation naming Claire Smith as Goodwill Ambassador for the Town of Wareham, England. Selectman Slavin seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

- b. Discussion and possible vote to approve the opt-out and reduction fee applications for Curbside Billing FY21 in the amount of \$638.75 (Abatement Recommendation 7).

MOTION: Selectman Tropeano moved to approve the opt-out and reduction fee applications for Curbside Billing FY21 in the amount of \$638.75 (Abatement Recommendation 7).

Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-no.

SELECTMEN MEETING MINUTES-9/28/2021 (CONT'D)

VOTE: 4-1-0 (Selectman Whiteside opposed)

- c. Discussion and possible vote to accept FY22 Curbside Revenue in the amount of \$1,273,760.00.

MOTION: Selectman Tropeano moved to accept FY22 Curbside Revenue in the amount of \$1,273,760.00. Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

- d. Discussion and possible vote on Borrego Solar PILOTS.

Present before the Board: Jacqui Nichols, Director of Assessing
Ms. Nichols is seeking approval to authorize Derek Sullivan, Town Administrator, to execute the three solar PILOTS that were passed at the June 12, 2021 Town Meeting.

MOTION: Selectman Tropeano moved to authorize Derek Sullivan, Town Administrator to sign the three solar PILOTS. Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-abstained, Selectman Teitelbaum-yes, Selectman Munise-present, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 3-0-1-1 (Selectman Slavin abstained, Selectman Munise present)

- e. Discussion and vote regarding two HCA amendments between Town of Wareham and Doobie Inc. to reflect change of location from 3 Tow Road to 10 Little Brook Road for cultivating and manufacturing.

Present before the Board: Ericca Kennedy, Co-owner of Doobie, Inc.

MOTION: Selectman Tropeano moved to approve the two HCA amendments between Town of Wareham and Doobie, Inc. to reflect a change of location from 3 Tow Road to 10 Little Brook Road, Wareham for cultivating and manufacturing. Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

- f. Ratify hiring of Morgan Mattioli-Natural Resources Officer-DNR.

MOTION: Selectman Tropeano moved to ratify the hiring of Morgan Mattioli-Natural Resources Officer for the DNR. Selectman Slavin seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

- g. Discussion and vote to recommend articles for the 2021 Fall Town Meeting Warrant.

MOTION: Selectman Slavin moved to recommend the PEG Access Receipts to Wareham Community TV article to be included on the 2021 Fall Town Meeting Warrant. Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

10. TOWN ADMINISTRATOR'S REPORT

Nothing to report.

11. LIAISON REPORTS/INITIATIVE REPORTS

The Solar Bylaw Study Committee will be meeting September 29th at 3:00 p.m.

The total CARES act funds being awarded to the Town of Wareham is 3.5 million dollars.

SELECTMEN MEETING MINUTES-9/28/2021 (CONT'D)

Selectman Whiteside participated in the virtual meeting for the Library Board of Trustees and stated there was difficulty hearing the meeting. She urged that anyone having a Zoom meeting to make sure citizens can hear the meeting as well as participate.

12. CONSENT AGENDA

- a. Authorization to sign bills and documents, etc.
- b. Approval of meeting minutes: September 14, 2021.

MOTION: Selectman Tropeano moved to approve the meeting minutes for September 14, 2021. Selectman Teitelbaum seconded. Roll Call: Selectman Slavin-abstained, Selectman Teitelbaum-yes, Selectman Munise-yes, Selectman Tropeano-yes, Selectman Whiteside-yes.

VOTE: 4-0-1 (Selectman Slavin abstained)

13. SIGNING OF DOCUMENTS APPROVED BY THE BOARD

14. EXECUTIVE SESSION

M.G.L. 30A §21 (6) Re: Little Harbor-purchase of property
To consider the purchase, exchange, lease of value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

15. ADJOURNMENT

MOTION: Selectman Slavin moved to exit the executive session meeting. Selectman Teitelbaum seconded. Roll call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Tropeano-yes, Selectman Munise-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

MOTION: Selectman Slavin moved to adjourn the executive session meeting at 8:14 p.m. Selectman Teitelbaum seconded. Roll call: Selectman Slavin-yes, Selectman Teitelbaum-yes, Selectman Tropeano-yes, Selectman Munise-yes, Selectman Whiteside-yes.

VOTE: 5-0-0 (Unanimous)

Respectfully submitted
Cassandra Slaney
Department Assistant

The foregoing minutes were submitted to the Board of Selectmen on:

Attest: _____ Date Signed: _____
Patrick G. Tropeano, Clerk

Documents reviewed and/or used in meeting.

1. Application of Holli Van Nest.
2. Application of Christopher Conti and Richard Semple.
3. Application of 99 West, LLC d/b/a 99 Restaurant & Pub.
4. Proclamation of Claire Smith as Goodwill Ambassador of Wareham, England.
5. Opt-out and reduction fee for Curbside Billing FY21.
6. FY22 Curbside Revenue.
7. Doobie Inc. change of location amendments.

SELECTMEN MEETING MINUTES-9/28/2021 (CONT'D)

8. Articles to be included on the 2021 Annual Fall Town Meeting warrant.
9. Meeting minutes of September 14, 2021.

Date sent to Town Clerk: _____

SAMPLE

MASS.GOV STATE ETHICS COMMISSION

Conflict of Interest Law Education and Training Guidelines

The conflict of interest law requires that all public employees complete education on the law on a regular basis. The education requirements and who must complete them are explained in detail.

Introduction

Chapter 28 of the Acts of 2009, the ethics reform law, imposes education and training requirements on public employers and public employees. The law authorizes the Commission to establish procedures to implement and ensure compliance with these requirements, and these Implementation Procedures are issued pursuant to that authority. The requirements can be summarized as follows: Each year, every state, county, and municipal employee must be given a summary of the conflict of interest law prepared by the Ethics Commission and, **every two years, they must complete an online training program prepared by the Commission.** Every municipality must designate a liaison to the Commission. All records of compliance with these requirements must be retained for 6 years. These requirements apply to all public employees, as defined by the conflict of interest law and described below, except to the extent that an employing public agency exempts certain categories of employees from these requirements in accordance with the guidelines set forth below (see section 2). These requirements also apply to regional public entities, as discussed below in section 6. Former public employees are not subject to these requirements.

<https://www.mass.gov/orgs/state-ethics-commission>

MEMORANDUM OF UNDERSTANDING

An agreement between the Town of Wareham ("the Town"), the Trustees of the Wareham Free Library ("the Trustees"), the Wareham Free Library Foundation ("the Foundation"), and the Friends of the Wareham Free Library ("the Friends") to create a public/private partnership with the goals of the re-certification of the Wareham Free Library ("the Library"), excellent service to the Wareham community, within the framework of competing community needs and the realities of the Town budget, and the long-term sustainability of the Library.

Background

The Town of Wareham, the Trustees, the Foundation and the Friends recognize the value of a strong free public library in the service of children and adult citizens of Wareham, as a source of educational, recreational, archival and other materials and as an important place for community members from all walks of life to pursue life-long learning, literacy, entertainment, and the means to succeed in meeting their goals gather, discuss, debate and enlighten themselves.

There is a mutual desire among all parties to ensure the long term stability and sustainability of the Wareham Free Library as a vital community learning center so that it may continue to provide library, information and community support services to all patrons.

The Wareham Free Library is a municipal department chartered to provide library and information services to the people of Wareham and the Trustees of the Wareham Free Library are the duly appointed representatives charged with overseeing the library, establishing policy and plans, determining the final budget and conducting public relations. The Library has its main branch located at 59 Marion Road, Wareham, MA 02571 and a second branch, known as Spinney, located at 259 Onset Avenue, Onset, MA 02555.

The Wareham Library Foundation and the Friends of the Wareham Free Library are independent, not-for-profit 501(c)(3) organizations dedicated to mobilizing and raising private resources to support quality library and information services for the people of Wareham.

The Wareham Public Library was de-certified by the Massachusetts Board of Library Commissioners (MBLC) in November 2014.

Over the next five years, the Library Foundation and Friends of the Library will dedicate themselves to raising a permanently restricted endowment and other funds to help the Library be re-certified by MBLC, to achieve excellent service within the realities of a limited budget, and to sustain library operations in perpetuity.

Limitations:

All parties recognize that this agreement is legally non-binding and that the Town and the signatories on behalf of the Town are not making a financial or other commitment, nor can they make a commitment that obliges the Town to any level certain of financial support to the Wareham Free Library.

The Town recognizes that the Library Foundation must first raise funds for the endowment prior to providing any funds generated from the endowment to support the Library, and that these

funds must be raised from private citizens, businesses or philanthropic entities. These funds cannot be considered secure or funding certain until such a time as they have been committed and paid by private donors including individuals, families, foundations and trusts, and businesses and corporations.

Furthermore, all parties recognize that the raising of endowment funds will require a certain period of time during which income from the endowment may not be immediately available for use for the Library.

Notwithstanding these limitations, the Town Administrator and Board of Selectmen recognize and endorse the Foundation's effort to create and build an endowment and furthermore encourage private individuals and other entities to make contributions toward the endowment. All parties recognize these efforts as a worthy goal to permanently enable library and information resources to be freely available to all patrons.

Intentions:

Over the course of the time period of 2016-2020, the Library Foundation will engage in a comprehensive fund raising effort to seek to raise at least \$2.5 million in new capital to be devoted to the creation of a permanent endowment to be used exclusively for the purposes of funding a portion of Library operations and programs. It will be the sole responsibility of the Directors of the Library Foundation to establish an investment and distribution policy and to properly manage and administer its endowment funds in accordance with prudent management practices. All parties recognize that funds placed in the endowment will be permanently restricted so that endowment principal will be protected from expenditures beyond the limits placed on the distribution policy.

Furthermore, the Foundation will seek to raise additional funds (approximately \$500,000) to supplement Library operations during the period of time that pledges to the endowment are being fulfilled by donors.

The Town of Wareham will to the best of its ability seek to fund the operating budget of the Wareham Free Library to the extent that tax levy funding plus Foundation endowment funding plus other sources combine to attain and maintain community needs and meet the standards and requirements of the Massachusetts Board of Library Commissioners (MBLC) for certification.

In each fiscal year the Town and Foundation shall agree for the purposes of creating a library budget that will attain and maintain community needs and certification from MBLC the portion of the budget that shall be sought from tax levy sources and the portion that shall be provided by the Foundation, Friends and other sources.

The Foundation shall not rescind any funding pledged to the budget during that fiscal year. However, if the Foundation determines it is not in the best interest to fund operations in an ensuing fiscal year then they may withhold pledged funds.

Should the Foundation withhold its funding in a given year, that year's funding shall be reallocated as principal to the endowment and invested as such, and henceforth be subject to the distribution policy of the Foundation Directors.

Each year, the Foundation will provide an annual report, or, if such a report is not available, its tax return and other supporting documentation to the Town Administrator and Board of Selectmen detailing the Foundation's revenue, expenses, permanently restricted, temporarily restricted and undesignated funds at a time sufficient for the Town and Trustees to prepare its next year's operating budget.

Agreed By:

Wareham Town Administrator

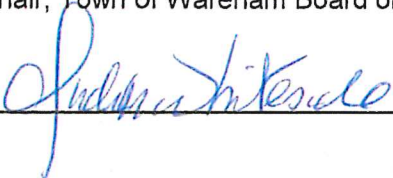
Date



11/1/16

Chair, Town of Wareham Board of Selectmen


Date



Nov 1 2016

Chair, Wareham Free Library Trustees

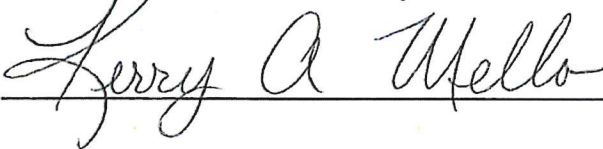
Date



11/1/16

President, Wareham Free Library Foundation

Date



11-1-2016

President, Friends of the Wareham Free Library

Date



11/1/16

Director's Report
January 20, 2022

Statistics: December 2022

Hours open per week	50	Circulation	6,075
Door Count	3,515	Overdrive Circulation	1,325
Total Reference	271	New Patrons Regist.	50
Technology Assistance	82	Total Patrons	13,035
Meeting Room use:	20	Volunteer Hours	4 Volunteers 25 hrs.

Public use of computers – 264

Hours of public computer use – 170

Juvenile Programs – 2 Total Attendance – 28 Adult live Programs – 3 Total Attendance – 255

Director time on Circulation Desk – 32 hours/ 184 hours Adult Zoom - 1 Total Attendance - 3

12/16/21 – Town Administrator and Municipal Maintenance Director in to look at library.

12/17/21 – Municipal Maintenance begins raking and removing overgrown trees and shrubs.

12/18/21 – Story time with Santa

12/23-12/25/21 – Library closed for Christmas Holiday

12/31/21 – Noon Year's Eve celebration and balloon drop – 50 participants.

1/4/22 – Attend virtual Networking Group meeting.

1/5/22 – Attend virtual foundation meeting.

1/6/22 – M. Underhill in to fix minor computer issues

1/7/22 – Library closed for snow

1/12/22 – Virtual Department Head Meeting

1/12/22 – Author Sharon Ward lecture – 15 people attending.

Staff – Though we are still extremely short staffed, it is nice to be fully staffed.

Building and Grounds – TA and MM Director toured the building looking at some of the issues it has. Air ducts were cleaned out in the staff work areas of the building. Need to see if others will be. Grounds had a number of trees and brush taken out. This included the downed trees from the October storm.

Other – Full time staff will be taking a cybersecurity class through the State. More details to come. With the surge in COVID cases, we are finding that use of the library has been pretty quiet so far in January. Hopefully things will pick up soon. Issue with the kids seems to have quieted down for now as well.

Programs – Storytime Scheduled to begin on the 19th is postponed until at least early February. When it does resume, Marcia will be using the large meeting room to allow for social distancing. Steven postponed the January meeting of the NF book club as well as the Telling our Stories workshop due to the surge in COVID cases. Beyond the small technology workshops that are scheduled, no other programs are planned at this time. It is hoped we can pick up again in March.

Respectfully submitted
Patrick W. Marshall

Expense Report

20-Jan-22

General Fund					
Account	Line Item	Amnt Budgeted	Amnt. Spent	Amnt Remaining	Percentage
511000 **	Library Salaries Regular	\$ 249,875.95	\$ 133,036.07	\$ 116,839.88	53.24%
512000	Library Salaries Part Time	\$ 21,735.00	\$ 17,895.92	\$ 3,839.08	82.34%
521000	Electricity	\$ 31,000.00	\$ 22,287.29	\$ 8,712.71	71.89%
521200	Natural Gas	\$ 10,000.00	\$ 2,141.73	\$ 7,858.27	21.42%
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	\$ 1,281.00	\$ 1,219.00	51.24%
530200	Data Processing	\$ 18,000.00	\$ 17,135.06	\$ 864.94	95.19%
542000	Library Office Supplies	\$ 1,000.00	\$ 964.04	\$ 35.96	96.40%
543100	Library Alarms	\$ 1,700.00	\$ 1,188.00	\$ 512.00	69.88%
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	\$ -	\$ 12,810.97	\$ 39,367.80
	Library Gift	\$ 5,772.69	\$ 1,987.00	\$ 658.64	\$ 7,101.05
	Library Revolving	\$ 5,105.41	\$ 1,252.27	\$ 1,575.20	\$ 4,782.48
	Spinney Gift	\$ 1,634.68	\$ 1,500.00	\$ 1,494.00	\$ 1,640.68
	Library Foundation	\$ 37,375.90	\$ -	\$ 7,761.17	\$ 29,614.73
	Gift Library Friends	\$ 6,209.41	\$ -	\$ -	\$ 6,209.41

** 1.95 CRT Transaction 8/13/22

