



# WFL BOARD OF LIBRARY TRUSTEES MINUTES

**DATE:** Thursday, October 15, 2020

**TIME:** 12:00 pm

**LOCATION:** Virtual - ZOOM Meeting

Register in advance for this meeting:

<https://zoom.us/join/zoom/register/tJMpD06gqj0iGdZodTuoQWkD42gZeBfXP9Ib>

After registering, you will receive a confirmation email containing information about joining the meeting.

**Board Members/Attendees Present:** Melissa Dyer (Chair), Nancy Rice, Deanne Bonnar (12:23pm), Aprilleigh Lauer (12:30pm), George Ripley (Director), Kristin Fancher (prospective trustee/public), Jacqueline Se'Ale (prospective trustee/public).

**Board Members Absent:** Mallory Callinan, Joanne Robertson, Selectman Representative.

**Call to Order:** 12:10 pm by Mel D.

**Review of the Minutes:** As a quorum didn't exist, no vote was taken on the minutes. Revisit next month.

Revolving Minute taking schedule: October (Joanne – Absent/Mel took); November (Deanne); December (Aprilleigh); January (Mallory); February (Nancy); March (Joanne); April (Deanne); May (Aprilleigh); June (Mallory).

**Announcements:** Brief introductions from current BoLT members and new prospects of personal/professional/board history & interest.

- Kristin Fancher – 3 year town resident; previously active in hometown (Maine) library and looking to become active in this community.
- Jacqueline Se'Ale – 20 year town resident within walking distance of WFL; raised family here; interested in becoming more active in the town; works at BCC in Financial Aid department; BFA emphasis in painting.
- Nancy heard from a friend great things about the library “grab bag” program.

**Public Comment:** Nothing at this time.

**Friends Report:** Mel reads Priscilla's email –

- Last book sale of year today from 10am-3pm; still need volunteers to help.
- Friends actively seeking donations to the Imagination Library – partnership with the Dollywood Foundation. Priscilla considers this program the greatest legacy of the Friends to the Town of Wareham.

Nancy added –

- Friends group will “winterize” inventory next week until next spring; may need volunteer.
- Anyone can join the Friends group for a small fee

- George noted that the \$10 fee could be raised. Mel noted that any donation to the Library of \$10 or more (new books/materials, etc.) adds the donor to the Friend's group.

#### **Foundation Report:** From George –

- George attended most recent Foundation Virtual meeting. Discussion revolved around clarifying the MOU with the Friends, Foundation, Trustees, Town with regard to the Friends/Foundation contribution to the library budget as there was some disagreement as to percentages. Was noted that the current MOU expired FY20 and will need to be revisited.
- Both fundraising groups are not comfortable with funding staff salaries. If salaries aren't funded by the groups, then other line items (utilities, books/materials) will need to come from them instead.
- A meeting between all 3 support groups should be arranged to look at funding, the capital campaign, upcoming 5-year plan and MOU. Tough to get representatives available at same time, but George working on it.
- At present, WFL is stable with funds to move forward at current levels (remain certified), but decision needs to be made regarding future of the library (expansion of programs, keep status quo, salary decision re: Director by FY22).

**Correspondence:** Mel D. will continue to forward the e-mails from MBLC – trustee orientations and MLTA conference available for registration at present.

- George received a thank you note from a WWII vet regarding the library – very nice.

#### **Old Business:**

- “Volunteers for shelving” will remain on the agenda until such time as the library is open fully to the public and such assistance may again be required. It will be re-addressed at such time.
- “Check it OUT” library signage still not sourced. Mel hasn't received quotes/interest in providing inexpensively or pro-bono as yet.

#### **New Business:** From George –

- Introduced new marketing opportunity for WFL – “Bookmarks” a SAILS cloud-based software service for libraryware. Has templates, etc. for use by a SAILS member library. Have already been paying for it in member fees, now taking advantage of the features.
- Stone Room Policy updates based upon the roving archivist's (Sara) recommendations with regard to extraneous materials and proper storage of collection.
  - Question regarding copyrights on images in collection – need Town Counsel to review and clarify.
  - Board will review document George emailed out/Mel forwarded for next meeting. Tabled further discussion and any amendments/voting until such time as the group can fully review.
- New policy on Digital Archives to be presented soon (focus?).

#### **Director's Report:**

George R. presented the September “Ripley Report” – see attached and highlights below:

- Circulation at 4,012 (127 up over August).
- Total registered patron number continues to drop (mostly out-of-towners).
- FB likes dropped by 4 (George noted as odd).
- Curbside pickup has increased (+24).
- Updated Reopening Plan submitted to Town; Town gave provisional, limited computer use status based upon George’s discretion. George hesitant as surrounding area (Kingston, Plymouth, Fairhaven, Acushnet, New Bedford, Dartmouth, Fall River) are now active RED COVID-19 status. Wareham currently in the yellow and Middleboro is green. Board fully behind any decision George makes – safety first for public and staff.
  - Mel suggested short-term loans of Chromebooks, iPads, laptops in parking lot to access WFL wifi to those persons in need of computer services. She will look into sourcing the tech.

### **Trustee Matters:**

- Bylaw update acceptance status still undetermined; Mel will follow-up with Town Clerk.
  - Note made that MBLC states that Town Charters trump state law and any change would need to be codified made by BoS through a charter meeting.
- Board members to return the acknowledgment page of the Town’s Discriminatory Harassment Policy to Town Clerk as soon as possible. Please make a copy for Board’s records (get to Mel – by email or leave at WFL for pick up).
- Mel still waiting on annual Ethic’s certification confirmation (who needs it, what is the link, etc.) from Dorene Allen-England. Will keep trustees apprised.
- Zoom meeting was disrupted by a broken connection at 1:08pm (losing Mel) at which point Aprilleigh took over leadership until all were dropped. New meeting connection created and initiated – lost Jacqueline in the process.

**Next Meeting:** November 19, 2020. Monthly we will ask WFL Board members what time is best for Zoom meetings in order to maximize attendance.

**Motion to Adjourn:** 1:49pm (Mel) – no quorum, so meeting ended by mutual agreement.