



WFL BOARD OF LIBRARY TRUSTEES MEETING MINUTES

DAY/DATE: WEDNESDAY, NOVEMBER 16, 2022

TIME: 5:30 p.m.

LOCATION: Wareham Free Library

The meeting was called to order at 5:33 pm. Present were Holli Van Nest, Chair, Deanne Bonnar, Vice Chair, Margit Price, Sarah Corbitt, Secretary, Nancy Rice (arrived 5:35 p.m.), Patrick Marshall, Director, Peter Gold and Larissa Fuchs, Trustee candidates.

1. Review and Approval of Minutes

- a. October 22, 2022 BoLT retreat minutes. D. Bonnar moved to approve, seconded by M. Price. Approved 4-0-0 as amended.
- b. October 26, 2022 BoLT meeting minutes. M. Price moved to approve, seconded by D. Bonnar. Approved 4-0-0 as amended.

2. Reports: Friends and Foundation

- a. H. Van Nest reminded everyone of the Friends Holiday Fair on Dec. 3 and cookies are needed for the cookie sale as described in N. Rice's written report sent out prior to this meeting.
- b. N. Rice reported the Friends voted to give money for the Spinney Library utility bill. They also voted to donate money to the Library in memory of Patricia Cullen to purchase children's books.
- c. The Foundation is sending out their annual appeal and are looking to expand their mailing list M. Price said she forwarded the Foundation email to everyone in her neighborhood. Trustees were asked to forward any contacts that might be interested in donating to the Foundation to Eileen Scully, Foundation Chair.
- d. H. Van Nest reminded members about the mini-golf course sponsored by the Foundation on Dec. 30. P. Marshall said they will set up around 9 am and the event will run from about noon – 5 pm. A sign-up sheet was passed around for volunteers for the event.
- e. H. Van Nest reported a joint holiday party for the staff was proposed in her meeting with the Chairs of the Friends and the Foundation. She will put together an email for P. Marshall to send to the staff to gauge their interest in a holiday party.
- f. The Trustees discussed giving the staff a gift certificate from the Trustees. D. Bonnar offered to coordinate the purchase of the gift certificate.
- g. H. Van Nest said she will continue to meet on a regular basis with the Foundation President Eileen Scully and Friends President Pricilla Porter, to further foster communication and coordination between the three organizations. The Meet and Greet held by all three groups was very successful and there is much interest in having another one, possibly in January or February 2023. Next meeting is scheduled for January 9, 2023.

3. N. Rice reported 14 people attended the Mystery Book Club meeting she co-chairs.

4. Director's Report

- a. Prior to the meeting, P. Marshall had distributed his Director's Report, Expense Report and Statistics Report to the Trustees for review.
- b. P. Marshall reported that plans for the Long Range Plan ("LRP") are underway, and community/stakeholder meetings are tentatively scheduled for 1/12/2023 and 1/21/2023. General discussion was held about the purpose of the LRP and the previous LRP's goals and the impact of COVID on those goals. The Massachusetts Board of Library Commissioners requires a LRP for any grant applications a Library submits. P. Marshall said the survey the Trustees worked on last year will be sent out in January and the feedback from that will also help form the LRP.
- c. Review and possible vote on the updated Request for Reconsideration Policy
 - i. P. Marshall reviewed the current form used for a Statement of Concern about Library Resources along with the proposed updated Request for Reconsideration prior to this meeting. The form will be available on the Library website and at the front desk. S. Corbitt motioned to approve the updated policy. H. Van Nest seconded. The updated policy was approved 5-0-0.

5. Trustee Matters

- a. Vote on Trustee candidate Peter Gold
 - i. After Trustee candidates P. Gold and L. Fuchs left the room, N. Rice made a motion to recommend Peter Gold be appointed to the BoLT by the Board of Selectmen. M. Price seconded. The motion was approved 5-0-0. H. Van Nest will forward the Trustee's recommendation to the Board of Selectmen and ask that the recommendation for P. Gold be added to their next agenda. S. Corbitt volunteered to attend the Board of Selectmen meeting to support the Trustee's recommendation and others are encouraged to attend if possible.
- b. Future agendas
 - i. There was general discussion of organizing Trustee meeting agendas for maximum efficacy and efficiency. D. Bonnar and S. Corbitt reported on their research of area library agendas and other Town of Wareham board and committee agendas. It was agreed the agenda created by H. Van Nest for this meeting would be the general template moving forward, adding an item Progress on Goals. There was general discussion regarding adding an item that would allow for discussion of something that came up after the agenda was posted. H. Van Nest said she would research this.
- c. December meeting
 - i. The next meeting will be on Wednesday, Dec. 14 at 5:30 pm.
- d. Meeting dates January 2023 – June 2023
 - i. All future meetings will be on the second Wednesday of the month
- e. Goals for the rest of the year; prioritize and assign.
 - i. With the understanding that all Trustees will look to meet the goals for the rest of the year, each goal has one or more Trustees who will be the point person for that goal.
 1. Better relationship with Town government – H. Van Nest.
 2. Community outreach and awareness – M. Price and D. Bonnar.

3. Strengthen communication with the Friends and the Foundation – H. Van Nest and N. Rice.
4. Focus on BoLT responsibilities and processes – S. Corbitt.
5. Increasing BoLT membership and diversity – D. Bonnar.

6. Next Meeting

- a. Wednesday, Dec. 14 at 5:30 pm

7. Adjournment

- a. D. Bonnar moved to adjourn; N. Rice seconded. The motion was approved 5-0-0. Meeting was adjourned at 7 pm.

Calendar of meetings January – June 2023

January 11, 2023	February 8, 2023	March 8, 2023
April 12, 2023	May 10, 2023	June 14, 2023

Documents used in the meeting:

1. Director's report
2. WFL Library Statistics
3. Expense Report Nov. 16, 2022
4. N. Rice report on the plans and needs for the 2022 Friends Holiday Fair and Cookie Sale – Saturday, Dec. 3rd
5. Application submitted by Peter Gold to be a WFL Trustee
6. Current WFL Statement of Concern about Library Resources
7. Proposed WFL Request for reconsideration

Date signed: 12/19/22

Attest:

Sarah Corbitt

Sarah Corbitt

Secretary, Board of Library Trustees

12/19/22

Date sent to Wareham Town Clerk