



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thursday, November 19, 2020

TIME: 12:00 pm

LOCATION: Virtual - ZOOM Meeting

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/tZcvd-yvrDluHtKiyAjlqv7U6HXz07SB7n28](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZcvd-yvrDluHtKiyAjlqv7U6HXz07SB7n28)

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

Board Members/Attendees Present: Melissa Dyer (Chair), Aprilleigh Lauer (Vice Chair), Nancy Rice, George Ripley (Director), Jacqueline Se'Ale (prospective trustee/public).

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

Call to Order: 12:15 pm by Mel D.

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

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

Announcements: Aprilleigh announced that son (Galen) has been approved to begin his Eagle project – Little Free Library.

Public Comment: Nothing at this time.

Friends Report: Priscilla's email –

- Last book sale of year garnered \$783.

George added –

- Wareham Week ½ page ad promoting the Library coordinated by the Friends and Nora Bicki was in the paper Wednesday, 11/11. The rough outline polished off by Steve Miller and looks good according to George. Doesn't know if it was a 1x thing or if it will run again.
- Follow-up interview with George requested by paper. George forwarded to the Town for approval and received from Dorene via email during this meeting.
- \$6000-\$8000 has been raised for the Imagination Library to date.
- \$1000 given for the Spinney operating expenses

Foundation Report: From George –

- Group borrowed room in Library this past Wednesday to prep current annual appeal mailing.
- Commissioned a thermometer sign to show level of fundraising to be placed on street near library sign.

- Asked George to arrange a meeting with the town officials to discuss MOU renewal.
- Suggestion made for a meeting between all 3 support groups to look at funding, the capital campaign, upcoming 5-year plan and MOU before year's end – perhaps the BoLT December meeting could be arranged to coincide. George did mention that he has fleshed out next year's budget – level budget.
 - Best scheduling for BoLT members in attendance:
 - Aprilleigh no Thursday nights (after 6pm)
 - Nancy no Tue/Thur pm
 - George no Tuesday/Thursday nights or Sundays at all, wide open otherwise
 - Mel cannot on Friday, 12/11 or Sundays at all, but will adjust as necessary to what the group decides is best.
- As noted in last meeting, currently WFL is stable with funds to move forward at status quo 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).
- Still no funding for two p/t library assistants for next 1.5 years unless State Aid is tapped to fill the positions. This would divert funds away from the book budget.

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

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.

New Business: From George –

- The Library is open – day 4 to date! Decision was based upon change to “green” (decrease in active cases) in COVID-19 status for Wareham. Thank you to the efforts of 3 workers from town's Municipal Maintenance department.
- Service by appointment only; usage is being tracked through a spreadsheet. No more than 25 patrons in building at one time. Able to accommodate 16 browsing in adult section or using computer (4 max) and 5 or one family in children's room. Computer area redesigned to allow for more hygienic use (carrels). Patrons must leave at end of allotted time.
- Since Monday, 9 or 10 people (T-R) have used the facility to use computers (unemployment claims, job hunting) and to browse collections.
- George will attempt to do one day/week curbside pick-up at Spinney in December (George on Tuesdays 12-8pm). Open one day/week for pick-up only from 1-7:30pm.

Director's Report:

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

- Circulation at 3,932 (80 down from September) and curbside pickup continues to be sporadic (dip from October's 490). Saturday pick-up hours to be added.
- Total registered patrons number continues to drop (-34 from September) probably due to shutdown and loss of summer patrons; but, up by 1 over September. Ten (10) new Library cards issued.
- FB likes up by 5. Talk with Friends/Foundation proposed and FB Posts shared. Nora Bicki shares library posts to Wareham groups and the Veterans' post from the library got a tremendous response.
- Total reference has increased (+167 over September).
- Digital book club did well; Dracula – good theme for October; next meeting is Mary Shelley's "Frankenstein." May look having a theme for the Virtual Book Club as well to drive numbers as there is less traction. "Grab Bag" program getting good feedback; Marcia continues to offer virtual story time and talks; Borrow a Librarian program walks people through their questions on the phone (Libby, Ancestry, for example); there is an increase in obituary requests. George is going to try to expand services in December.
- SAILS Mobile app has a new feature – you can use the app to "check out" books, but policy decision whether to turn that on or not hasn't been made. Librarians would need to ensure people were able to use the app properly and didn't walk out with books. Discussion for the next trustee meeting.
- Staff are doing their best to stay optimistic and are working hard to keep up with the constant changes as they "get used to new normal." Marcia and Kathy coordinating their schedules so as not to be off at same time.
- George was told not to plan on having funding for the two vacant p/t library assistant positions through the FY22 budget. However, WFL may be able to use state aid for staffing if need be.

Trustee Matters:

- Bylaw update acceptance status still undetermined; will not be pursued at this time.
- Reminder to return the acknowledgment page of the Town's Discriminatory Harassment Policy to Town Clerk as soon as possible and make a copy for Board's records (get to Mel – by email or leave at WFL for pick up).
- Reminder re: Ethics certification – please take every two years and make sure copy of certification is returned to town hall and a copy for the Board's records.
- Time of meeting for next month discussed – those in attendance like current time, but are open to suggestion. Only days/times that don't work for those in attendance are Tuesday/Thursday nights and Sundays. If Monday is a better choice, George can be available although it is his day off.

Next Meeting: December 17, 2020. Monthly we will continue to ask WFL Board members what time is best for Zoom meetings in order to maximize attendance.

Motion to Adjourn: 1:36pm (Mel) – no quorum, so meeting ended by mutual agreement.