

Wareham Free Library Board of Trustees
Thursday, October 15, 2015
Meeting Minutes taken by Johnna Fredrickson

- I. Call to Order: 5:33pm, October 15, 2015, 59 Marion Road, Wareham, MA
Roll Call: Bethany Gay, chair; Roger Baccieri, vice chair; Jim Mendes, Diane O'Brien; Rachel Kuklinski (arrived 5:50pm); Johnna Fredrickson.
Absent with permission: Wendy Young and Melissa Dyer
Also Present: Deb Rich, Head of Reference and Adult Services, Judith Whiteside, Selectboard member, liaison to library board

A. Announcements

Judith Whiteside:

1. A proclamation recognizing the work of the Friends of the Library will be read at the October 20, 2015 meeting of the Wareham Board of Selectmen (7pm, Multiservice building, room 320)
2. The Murder Mystery SpooF, directed by Ms. Whiteside, is postponed until January 29, 2016
3. Bethany Gay:
Edaville Pumpkins Aglow halloween event - library patrons receive \$4 off entry price: go online to Edaville Railroad, enter code Ware4off
4. Marcia Hickey's Fall Storytimes are scheduled as follows:
Storytime: Tuesdays, 10:30-11:15am, WFL
Teddybear Storytime: Thursdays 6:00-6:45pm, WFL
Spinney Storytime: Mondays, 10:30-11:15am
5. Music with Mar: Thursdays, 10:30-11:15am, Bethany Gay, leader
6. Identity Theft seminar, led by Plymouth County police, very successful
A followup seminar, "How to be an informed donor," scheduled for 10:00am, November 14, 2015 at the WFL

II. Public Comment - none

III. Review of Previous Minutes

- A. August Minutes approved 6-0-0; Roger B. motion, Jim M seconded
B. September Minutes accepted as information only - No quorum, no official minutes
Roger B., motion, Jim M., seconded 4-0-2

IV. Correspondence

- A. Tabor Academy sent a thank-you to the Library for taking part in their Service Day, September 22, 2015

V. Old Business

A. Director

1. WFL not eligible to search for a new director until late November, 2015, due to former director Denise Medeiros being laid off (Bethany, Deb R)
2. Need for a director three-fold: 1. For re-certification, 2. To make informed decisions, pay bills, oversee running of library, 3. As a liaison to the MLBC, informing WFL of things happening beyond Wareham (Johnna, Jim, Roger)

3. Search and hiring process requires six months, and needs to start now (Deb R)
4. Hiring director means losing hours or staff with FY2017 funding the same as FY 2016 (DebR)
5. Put together a sub-committee to move forward to a director's search, perhaps with Trustees, Friends of the Library, and Foundation members participating

[Meeting changes order of discussion, moving Budget Planning process before Sustainability Plan]

VI. New Business

A. Budget Planning Process: Three Plans (Deb R., Jim M.)

1. Current hours and staff stay the same, with a new director hired for 26hrs/wk increases cost to \$259,723.12, excluding Spinney costs (\$30,385.20), currently covered by the Spinney Account's dedicated funds. Spinney funds will not sustain library for full FY 2017. With Spinney cost, annual budget would be approximately \$289,000.
2. Deb R. hired as director, 26 hrs/wk, hours and staff remain the same. Cost is \$209, 964.32, not including Spinney. With Spinney, approximately \$240,000.
3. Deb R. hired as director, Spinney opens on Fridays for 5 extra hours, 1 new assistant hired (junior level), Marcia H., Kathy M., Deb R., increased 5 hrs/wk. Cost is approximately \$268,000, including Spinney.

[See attached Spreadsheets for exact figures]

Jim M. - Rationale behind budgets: increase hours toward certification requirements, increase budget \$50,000 per year toward certification levels by FY 2019. Budgets would work in conjunction with the Sustainability Plan (Soon to be discussed)

Deb. R - Librarians already working well beyond their paid hours to prepare programs and general upkeep of collection and other library functions. They are willing to keep doing so for the good of the library and town.

Johnna F. - There is an ethical problem with expecting professionals to work for free, and it is exhausting the staff. It is not really a good short-term solution, much less a sustainable practice going forward.

Rachel K. - School employees are also doing this.

Judith W. - Everyone is, WFL can join the club

Deb R. - An incoming professional should not be expected to work for free (ethical and professional issue)

Roger B. - Finding someone to come in as a director is unlikely, given the hours and budget constraints

Deb. R. - Wareham's instability is known in wider library circles, and will have an effect on WFL's applicant pool.

Roger B., budget must be submitted to Town Administrator by December 5, 2015, by Board of Trustees (no director to submit a budget this year); present three budget narratives, explaining the need to move toward recertification - give TA options, asking for increased budget toward certification

Budget review subcommittee set to meet with Deb R. Monday, October 19, 2015, 10am, at WFL (Jim M., Johnna F., Roger B.)

VII. Head of Reference and Adult Services Report (Deb R.)

- A. Two new Library Assistants hired in September - Sonja Brewer, Teresa Mattsen.
Both excellent workers
- B. AWE station installed (electronic educational gaming center) and well received; 258 unique sessions so far.
- C. Spinney still has no custodial service; Deb R. is asking town to rectify this, as it is a town building
- D. Alarm system in Spinney has had problems which will be addressed
- E. Bills submitted for the first time in 4 months (since Denise Medeiros left)
- F. New Program: One special even each month
 1. October 10, 2015: Star Wars Reads (well received, even with Harvest Cranberry Festival taking place)
 2. November 21, 2015: International Games Day
A video gaming truck will be set up in the parking lot, board and card games in the library building
 3. December Holiday Choral Concert (TBD)
 4. January Pay it Forward Day (TBD)
 5. Rhode Island Mineral Hunter - Fossils and Rocks (November, 2015 or January, 2016)
- G. Ricoh copier set up and working; Konica Minolta copier vendor bringing lawsuit against Wareham

Note: Judith Whiteside insists the discussion of the Konica Minolta copier cease, as it is now a matter for the town's legal counsel. When questions are asked, she insists again that discussion cease. Bethany moves on to another topic.

- H. Council on Aging was told they could hold events/adult programming at the WFL. Peter Dunlap, COA chair, will discuss with Deb R. He also expressed interest in serving on the library board of trustees, providing a substantial connection between the two entities.
- I. Library Staff requests permission to close WFL Christmas Week to sort through and move materials from the Stone Room, move collection, build teamwork among the staff, and increase familiarity with the collection for new staff members, and weed out unused materials (making room for new materials, organizing the space for easier use)

The members of the board of trustees support the staff's request to close the Wareham Free Library to the public during Christmas week, 2015. (Roger B., moved, Diane O. seconded) Motion approved: 6-0-0

- J. RAM increased for computers to speed up PC's (up to 8migs RAM). This will allow postponing the need for purchasing new computers
- K. Friends of the Library gave \$3500 to library for materials. Deb R. thanked them.

Note: Judith Whiteside leaves 6:35pm

Return to New Business

VI. New Business

B. Council on Aging meeting - see director's report, above

C. Friends of the Library meeting - Jim M. attended last meeting and will serve as a liaison between Friends and BoLT

Return to Old Business

V. Old Business

B. Sustainability Plan (Jim M. and Roger B.)

1. Aiming for a \$2million endowment to provide sustainable funding for future, in conjunction with increased funding from the town, leading to recertification in FY 2019.
2. Propose that the town increase library funding by \$50,000 per year to reach certification levels by 2018. This would bring funding to a sustainable level, allowing for ongoing, adequate operation of the library (staff, materials, hours)
3. The private funding for the endowment is in conjunction with and assuming that the town increases its funding to an appropriate level.

Discussion concerning funding levels necessary for recertification. With the gutting of library funding, the Municipal Appropriations Requirement (MAR) will reset at a lower level. However, this lower level does not sustain an adequate library for a town the size of Wareham. The increase of \$50,000 per year over three years will bring funding up to an acceptable level, ensuring ongoing quality library services.

Note: WFL cannot regain certification until FY2019 - the earliest fiscal year that all requirements can be met.

VIII. Reports (none)

IX. Trustee Matters (none)

X. Other

A. Diane O. proposes asking a local author (young adult/horror genre) to schedule a reading/book signing. She will follow up on this, sending an email to the Friends and Foundation about such an event (BOLT members cannot raise funds per bylaws)

XI. Date and Hour of Next Meeting: Tuesday, November 19, 5:30pm, WFL

XII. Adjournment (move to adjourn, Bethany G; seconded, Johnna F. Vote: 6-0-0)