

WAREHAM FREE LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING, TUESDAY, MAY 25, 2010

1. Meeting called to order at 6:05 and Chaired by Mickie Heath

Present: Leie Carmody

Kathleen Furler

Martha Strachan

Johnna Fredrikson

Tom Wavro

Excused Trustees: Jack Houton

Loey Vieira

Marcia Griswold, Acting Library Director

Guests: Mary Nyman, Kathy Gleason, Ned Staples, Michelle Rose

2. Public Comments Kathy Gleason, President of the Friends of the Wareham Free Library offered words of support and encouragement to the newly reorganized Board of Trustees, noting the library being on track for recertification. The Friends will continue to raise funds and be supportive of the various community activities of the library, Their organization is preparing the requested Memorandum of Understanding and is most eager to resume the very successful used book sales. She is looking forward to a good and productive working relationship with the Board.

3. Minutes of the last meeting were reviewed and with corrections, accepted..

4. Old Business

a. By Laws: Previously forwarded to town administrators, we are awaiting review.

b. Search for New Director

The subcommittee of the Board have reviewed the submitted resumes and will make recommendations to interview several, will select three (3) finalists for recommendations to the town administration, since the Town Administrator has recused himself from the process because of his personal knowledge of one of the candidates. There followed a brief discussion of what the members of the subcommittee believed their major areas of concern were regarding the candidates' qualifications. It was further suggested that a number of questions be developed that would be asked of all those to be interviewed.

c. Report of Standing Committees

Mickie Heath had several comments regarding the Standing Committees after conferring with someone from

the Mass. Board of Library Commissioners. The function of the Budget Committee would be its availability when the budget process is taking place annually and to research and make recommendations re: repairs and replacements at the library. She is hopefully that over time the trustees will rotate from one committee to another, thus giving them exposure and experience as to the work and focus of each.

d. The goals and objectives of the interim director were thoroughly reviewed and discussed especially as to how each would be relegated to the various standing committees of the Board..

Marcia Griswold, Acting Director, assured the Trustees that considerable time and serious thought went into their formulation. There followed a full review by those present.

- * Goal #1, Library Certification: Achieved

- * Goal #2, Ensure Future Certification: assigned to Executive Committee & Planning and Development Committee

- * Goal #3, Support staff and meet community needs: Assigned to Develop & Planning and Personnel Committees. Noted a substantial volunteer program and the use of federal funding.

- * Goal #4, Develop Volunteer Program: Achieved, but ongoing. Assign. Personnel Committee

- * Goal # 5, Develop good community relations: Assign. Publicity and PR Committee

- * Goal # 6, To organize, catalogue and preserve documents.....Assign to PR and Personnel Committees. Working productively with U Mass Dartmouth and the Wareham High School History Dept.

- * Goal # 7, Encourage donations for library purchases and programs: Friends of the Library working on MOU to continue book sales. Assign to Development Committee

- * Goal # 8 Encourage and promote library building repairs: Marcia Griswold stated that a five year capital plan has been developed. Assign: Bldg and Equipment and Development and Planning Committees.

- * Goal # 9 Manage effectively library energy costs: Planning is in place, federal grants available. Assign. Budget and Finance Committee.

- * Goal #10 To establish a library newsletter: Assign. Publicity and PR Committee

5. New Business

a, Changes to the state's open meeting laws

Mickie reported her understandings of changes to the law that would affect the Board.

When subcommittees meet notice of the meeting must be posted 48 hours before (business days); minutes are kept when 2 of 3 members are present; the meeting is open to the public and using e-mail to post is not acceptable. And an additional change is that other documents or exhibits brought to and that become a part of a proceeding are filed with the minutes. These changes are effective 7-1-10.

b. Library Website

At present there are a number of shortcomings, it is being underused and it needs to be more interactive. Part of the reason is that the town's resources in computer services are severely stretched

because of personnel limitations to serve all of its departments. Ways were suggested that perhaps a volunteer could coordinate Board approved notices et al and forward them by e-mail to Matt Underhill for the library's website.

Another concern raised was that there existed three linkages to the Friends of the WFL website, there appears to be no reason why three are needed. Motion to eliminate two of the linkages by Kate Furler, seconded by Martha Strachan: motion approved, in favor, Johnna Fredrikson, Kate Furler, Leie Carmody, Martha Strachan and Tom Wavro abstained.

Marcia commented that these issues around communication to the community, and the library's logo will need to be more thoroughly studied by the new director and the Board's PR Committee. Marcia stressed the need for the library to develop its own identity. Trustee Johnna Fredrikson raised some concern that the tenor of the discussion seemed to imply that the identity of the library was being hi-jacked by others, and this was not true. She thought as did others that the website linkage with the Friends of the Wareham Free Library was justified..

6. Acting Director's Report

Marcia passed out a flyer of the "Reading Partners" Recognition Night scheduled for Thursday, June 24, 2010 from 6 to 7, Wareham Town Hall. Dinner is included.

7. Trustee Matters

The terms of three trustees expire but upon request can be extended for another year, they are Martha Strachan, Tom Wavro and Loey Vieira.

A brief discussion was held regarding that Board elections are to be held in June, yet with our revised by-laws still in review and raised a question as to how we would proceed.

8. Public matters: none

9. Next meeting June 8, 2010

10. Motion to adjourn at 7:40 was made by Martha Strachan, seconded by Johnna Fredrikson, and approved.

Respectfully submitted,

Tom Wavro

Minutes (voted upon Tuesday, June 8, 2010)

Approved / Disapproved

Johnna Fredrikson
Interim Chairperson

Tom Wavro
Interim Secretary

