

WAREHAM FREE LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING, TUESDAY, August 10, 2010

1. Meeting called to order at 4:05 and Chaired by Johnna Fredrikson

Present: Leie Carmody	Larry McDonald
Jack Houton	Tom Wavro
Martha Strachan	Kate Furler (Excused)
Johnna Fredrikson	Denise Medeiros, Director

Guests: Mary Nyman, Kathy Gleason,, Nora Bicki, Kerry Mello, Brenda Eckstrom, Selectman Liaison, Mel Lazarus, Michael Flaherty, Marcine Fernandes, Diane Lazarus,
Jim Hazlett, and Michele Rose

2. Public Comments:. None

.3. Minutes of the last meeting were reviewed and approved by motion of Leie Carmody and seconded by Jack Houton, unanimously.

.4. Old Business

a. By Laws: Board of Trustees informed that they, the by-laws, have been misplaced. Jack Houton presented the By-Laws as they had been revised, suggesting that we should rely on what has been presented to the Board of Selectmen, pending their review.

*Martha Strachan, Trustee, joined the meeting at 4:10 pm.

Jack moved that the revised By-Laws be approved temporarily pending approval by the BOS. Seconded by Martha Strachan, discussion followed and the motion passed unanimously.

Denise Medeiros offered to follow the process of re-submission with the town administration.

b. BOLT request for direction, reference, non-profit tax/income guidelines. Jack Houton reported that the town tax accountant did not receive the Board's motion. The matter was tabled .

c. Open Meeting Law report. The Chair reported on a recent meeting which high- lighted changes in the Law. She emphasized especially changes regarding e-mails, notice of agenda items and the 48 hour notice requirement of meeting times and dates. Trustees were asked to update themselves and complete the certificate of receipt of open meeting law materials and file same with the town clerk.

Discussion resulted in the suggestion that in planning future agendi an "other" category be added to allow for last minute additions to meeting items.

5, New Business

a. Library Needs

Acting Director Medeiros presented a number of pressing needs. There remains unpaid invoices from the past fiscal year of \$7,103.93 for utilities and material expenses of \$2544. 82. She also

pointed out that an annual report was due by the 20th of the month. By motion Leie Carmody moved that the utility expense be paid by the Trustees using their Gift Account, seconded by Martha Strachan. Discussion followed which included a question about the \$50,000 given to the Trustees. Leie Carmody offered to forward to each trustee a copy of the legal decree, awarding the funds to the Trustees. Motion passed unanimously.

Jack Houton suggested that PR subcommittee get the word out to the local media about the Board's noteworthy action.

Denise Medeiros also informed the trustees that the Library's annual report was due. Jack Houton moved that the officers and the Acting Director collaborate in preparing the report. Martha Strachan seconded. Denise offered that she was quite familiar with the process and could put something together however brief, because of her short tenure as AD. A vote was taken that was unanimous.

b. Acting Director's Report (Given at this time to allow for a block of time to discuss the MOU's with the Friends and the Foundation).

At this time the AD presented a thorough and comprehensive plan for fiscal year 2011 which included:

- Current staffing
- Approximate current staffing costs
- Book budget
- Analysis of current staffing inadequacies
- Recommended staffing and book budget options
- Private Funding Needs

The AD is recommending a staff compliment that will build a strong professional foundation and would consist of an "almost" full time General Services Librarian, a 30/34 hour week; and restore the Library Assistant position to 40 hours. She would supplement the book budget with \$20,470 from private funds. In actuality in addition to the town budget private funding needs would amount to \$36,077.

Jack Houton moved that the Board take the initiative by supporting the plan/proposal as presented by the Acting Director, motion seconded by Larry McDonald. Discussion followed. Denise Medeiros reported that she has conferred with the Town Administrator and he was supportive of her plan.

A vote was taken, the ayes: Wavro, McDonald, Houton, Strachan; one abstention, Carmody. Motion passed.

5. New Business

a. Discussion of MOU's / Foundation

Kerry Mello spoke first regarding the MOU and the Wareham Library Foundation. She emphasized that a positive working relationship with the Foundation was a priority, consisting of regular communication and cooperation. The Foundation is committed to significant and substantial fund raising for the library which at times will be collateral and dependent upon the support and cooperation of the Trustees, who will report to the Foundation of how grants and funding have been expended. The Foundation will also make known to the Trustees its strategic priorities for the awarding of grants.

A significant point was raised by trustee, Larry McDonald about the need for a liaison between the

trustees and the Foundation. Discussion followed and seemed to indicate that a regular designated trustee would work in a liaison capacity.

.The Chair assured the trustees that review comments were incorporated into the MOU .

To a question as to whether the settlement should be included, Kerry Mello responded that the MOU will govern all funding going forward and that all are in agreement that it is a legally binding instrument.

Larry McDonald moved that the MOU as present by the Foundation be accepted. Jack Houton, seconded the motion, a vote was taken and the motion passed unanimously by those present.

b. MOU / Friends

Kathy Gleason presented the MOU for the Friends, high-lighting prominent features. General discussion followed and included comments stressing the importance of the collaborative relationship between the Friends, the Trustees and the Director. Concerns were raised regarding the Friends' interest in the Spinney Library and activities to promote this private initiative, as well as the reference

to "*Wareham Free Library, Inc.*" in the purpose statement of the MOU. The Friends are working closely with legal counsel and are a legitimate 501(3)c public charity, the phrase, the "*Wareham Free Library, Inc.*" is in a dissolution process, yet the Friends can raise funds and support both libraries because of its corporate status. Some thought the statement was unclear yet were strongly supportive of the Friends. The Friends prepared the MOU from understandings as directed by the Town Administrator. Issue was taken with one of the terms of the MOU regarding use of library space by the Friends, the term will be readdressed and will read, "*The Friends will have space in the WFL for book storage, sorting, book sales and office needs. Use of the premises by the Friends is subject to the approval of the library director.*"

Following discussion, Leie Carmody moved to accept the MOU of the Friends with the suggested changes and amendments. Motion seconded by Martha Strachan. Kate Furler by proxy opposed, Leie Carmody, abstained and the rest present approved. Motion passed.

6. Acting Director's Report

Director Medeiros presented a written report of her activities and the status of various library programs during the month of July 2010.

7. Trustee matters

a. The Board interviewed two applicants for the vacant trustee positions.

b. Leie Carmody reported that the Mass. Board of Library Commissioners will hold a meeting in Swansea from 10-2, September 11th.

8. Public Matters: None

9. Next meeting, Tuesday, September 14th at 4 pm, Wareham Free Library

Adjourned

Respectfully,

Tom Wavro