

## Board of the Library Trustees, September 20, 2012 Wareham MA

Meeting began at 5:32, present: Megan Singleton - Chair, Kate Furler - Clerk, Bethany Gay - Vice Chair, Leie Carmody, Martha Strachan, Liz McDonald, Bob White, Kathleen LaFlamme (arrived at 6PM), Director Denise Medeiros  
Absent: Roger Bacchieri  
Visitor: Angela Dunham, Historical Society, Kerry Mello, Foundation, Pricilla Porter

**Announcements:** Bethany Gay spoke about a meeting for museums and Early Childhood groups concerning libraries asking about how these groups can work together to make museum trips educational for young children.

Bob White spoke about the Veterans Day activities for the Town of Wareham. Parade on Nov 12 at 10:30 starting at Bessy Park.

Megan Singleton welcomed the addition to our Board Bob White and Roger Bacchieri.

**Public Comments:** None

**Minutes for August 16, 2012.** Motion: to accept by Strachan/Carmody 6/0/1

**Old Business:** Historical Commission storage discussed. Permission to install an air conditioning unit to control the humidity is being sought. Municipal Maintenance would install and pay for this additional equipment. BOLT needs an MOU between the Historical Commission and the Library. Motion: to arrange an MOU between the library and the Historical Commission. Furler/Strachan 8/0/0

Motion: to give permission to install the air conditioning unit for the Stone Room Furler/Carmody 8/0/0

White asked to have a letter of confirmation sent to the Historical Commission. White was volunteered to write this letter.

**New Business:** Town Meeting begins on October 22. Medeiros is concerned that the salary budget is still \$11,000 short. TA says that is an item for the Spring TM. She reports that Capital Planning is including the Library for at least the windows and doors and perhaps the carpeting. Liz McDonald volunteered to take pictures of the problem areas for the TM.

Reading Partners Program: This program has been funded by CEDA in the past. The dispersal of grants from CEDA has changed. A required meeting time was missed. This means that the anticipated funding for the Reading Partners Program (\$40,000) may not be applied for. Medeiros wants the BOLT to write a letter to CEDA objecting to the situation. Medeiros will draft this letter, Carmody will assist. Motion: Trustees support sending a response letter from Medeiros to the Community Development Chairperson, Strachan/Furler 8/0/0

**Director's Report:** Medeiros explained the financial monthly reports.

Website: Medeiros met with Robin Ragle-Davis. She will design the website by January. Eleven new computers are in the library. In January the plan is to add more off-lease computers.  
Our Teen Coordinator has resigned. The position has been posted. Posting for substitutes has also been done.

**Spinney Report:** Financial report explained.

Friends & Foundation Matters: Singleton reported that the Friends August booksale netted \$1300. The next sale will be on September 28.

Kerry Mello reported that she and Medeiros met with a landscape architect about the storywalk and the general landscaping. She is looking for volunteer labor to work on improving the outside areas. The Foundation is applying for grant money for computers. The Friends are looking for help for the Golf event.

**Trustee Matters:** Carmody spoke about the remote participation issue. This is coming before the BOS. Should this not be approved, Carmody expressed her willingness to resign from the BOLT if a suitable applicant seeks to replace her.

**Next meeting:** October 25, 2012 at 5:30 PM at WFL (Furler/Strachan 7/0/0 from previous meeting)

Adjournment: Furler/Carmody 8/0/0

Respectfully submitted: Kate Furler, Clerk

*Kate Furler*  
*Megan Singleton*

BOARD OF TRUSTEES OF WAREHAM FREE LIBRARY MINUTES  
OF MEETING, THURSDAY, NOVEMBER 17, 2011

1. Meeting called to order at 5:32 PM by Chair: present: Trustees: Mike Flaherty, Chair, Martha Strachan, Vice Chair, Kate Furler, Acting Secretary, Kathleen LaFlamme, Megan Singleton, Jack Houton, and Bethany Gay, Director, Denise Medeiros. Guest: Kerry Mello. Meeting was recorded via audio by Chair as a personal recording. We attempted to tape as part of the record but the machine provided by the Town failed to work.

Leie Carmody and Liz MacDonald absent with notice.

Martha Strachan moved that Kate Furler be the acting secretary for this meeting. 2nd by Kathleen LaFlamme. Vote: 7-0-0.

2. Public Comment: None

3. Minutes approval of October meeting tabled until we have the IG to staple to them (expected for next meeting).

4. Reports: Mini-Golf fundraiser:

Megan Singleton distributed folders with materials from the Friends with information about this event.

The Friends looking for help locating Sponsors, contact person is Megan Singleton.

Mike Flaherty noted that the Capital Planning Committee listed an item from the Town Administrator concerning Spinney in their September 8, 2011 meeting minutes.

ALA Common Ground Grant: no action

5. Old Business.

Building Committee update: Denise Medeiros met with Mark Gifford of Municipal Maintenance to discuss the needs of the library.

Mr. Gifford agreed that we need the fence, but has no time line is available.

Mr. Gifford agreed that SOME of the shrubs in front of the building should be removed.

Ms Medeiros gave Mr. Gifford the listed of needed repairs generated by this committee and will be prioritizing these needs.

Ms Medeiros requested a full Capital Planning Report

Ms Medeiros requested that the Maintenance Department include the library's needs in THEIR Capital Plan.

Discussion of the condition of and the responsibility for the playground located behind the library.

6. New Business: none

7. Director's Report:

- \* Access to Town Council policy explained.

- \* Draft Policies discussed, copies distributed. Discussion about video rentals. Policies need to be voted on in a future BOLT meeting. Discussion about meeting rooms and fishing poles.

- \* Discussion on Behavior Policy. Internet policy discussion will happen at a future BOLT meeting.

- \* Draft Budget discussed, copies distributed

- \* Trustee duties and responsibilities discussed, copies distributed.

- \* Motion: by Bethany Gay 2nd Martha Strachan

- \* Denise will look into inviting other library boards to join in a training session for Library

- \* Trustees given by MBLC and MLS. 7-0-0

- \*Amendment: by Kate Furler, 2nd Kathleen LaFlamme

January meeting limited to information about appointed trustees rather than elected trustees. 0-7-0

- \* Fund Raising Plan: Denise Medeiros and Kerry Mello
- \* Roles: Friends - Event Planners  
Foundation - Grant and Donation organizers  
Trustees - Support and Advisory Group

\* Foundation is persuing large donations and grants. They are setting up materials for a bequest program. Their annual appeal will be more targeted this year. The Foundation presently has 11 members and may have up to 25 members.

8. Trustee Matters  
MLTA Newsletter: tabled until Leie Carmody returns  
Secretary election: Kate Furler volunteered to do the task when Leie is unavailable. 7-0-0
9. Next meeting: Dec 15, 2011 at 5:30 PM . Motion by Martha Strachan 2nd Kate Furler 6-0-1  
Jack Houton and Kathleen LaFlamme will be away for the December BOLT meeting.
10. Motion to adjourn by Strachan /Furler 7:52 PM 7-0-0.

Submitted by Kate Furler  
Acting Secretary

*Kate Furler*  
*Megan Singleton*

# Board of Library Trustees, December 13, 2012 Wareham MA

Meeting began at 5:35, present: Megan Singleton - Chair, Kate Furler - Clerk, Bethany Gay - Vice Chair, Roger Baccheiri, Martha Strachan, Liz McDonald, Bob White, Kathleen LaFlamme, Director Denise Medeiros, Absent: Leie Carmody, excused  
Visitor: Kerry Mello

**Announcements:** Furler spoke about the Veterans Parade. White mentioned that the library might have a float at next year's parade.

**Minutes** for October 25, 2012. **Motion:** to accept by Strachan/Baccheiri 8/0/0

**Old Business:** Draft of the MOU with the Historical Society was presented by Medeiros. Discussion ensued. Strachan/Baccheiri offered changes in the draft MOU. "The Historical Commission shall undertake the following and will have storage privileges and will comply with the following conditions listed below." 8/0/0. (Conditions listed on the actual MOU.) White/Strachan asked that the items allowed to be stored be limited to the archival materials of the Historical Commission. 8/0/0

**New Business:** Medeiros spoke of the staffing change. Laurie Cavanaugh, Reference Librarian, is leaving to become the Library Director in Halifax. Furler asked that a letter from the Trustees be written to thank Ms Cavanaugh for her services. Singleton volunteered to get a Thank You card for us all to sign at the next meeting.

Medeiros spoke about submitting and the subsequent approval of our updated action plan for FY2014.

Medeiros is applying for a Library Services Technology Application grant for Community Languages, for materials for literacy programs.

Concerning the FY2013 budget update: due to State funding shortfall, a 1% expense budget cut is expected.

"Love Your Library Rally" coincides with the "Take Your Child to the Library Day" on Saturday, February 2, 2013. Medeiros is looking for volunteers.

**Director's Report:** Repairs to the building: approved by the Town Meeting.  
State Waiver has been submitted for approval and is scheduled for February decision.

**Friends & Foundation:** the next Book Sale will be in March 2013. Successful Christmas Sale. No data available.

The Foundation Annual Appeal has been sent out to 300 homes.

Golf game is scheduled for February 17. Singleton requests more sponsors. White agrees to contact the Scouts programs to help with set up and clean up for the event. January 10, 5:30, is the organizational meeting for the Golf event.

**Trustee Matters:** Furler noted the lack of lights in the parking area. Medeiros urges all of us to contact the Municipal Maintenance Department to fix the lights.

**Next meeting:** January 17, 2013 at 5:30 PM at WFL Baccheiri/Furler 8/0/0

**Adjournment:** Strachan/Baccheiri 8/0/0

Respectfully submitted: Kate Furler, Clerk

*Kate Furler*  
*Megan Singleton*