

WAREHAM FREE LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING, TUESDAY, November 9, 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
Johnna Fredrikson	Mike Flaherty
Jim Hazlett	Denise Medeiros, Acting Director

Guests: Mary Nyman, Kerry Mello, Nora Bicki and Kathy Gleason

2. Public Comments: None.

3. Minutes of the last meeting were reviewed and amended as follows: Under Old Business (a) statement revised to read "She ( the acting director ) also added that the Spinney Library would be a component of the planning process for discussion purposes." Under New Business (d) statement revised to read " Johnna Fredrikson has cancelled....." Motion to accept as amended by Jim Hazlett, seconded by Mike Flaherty, approval granted by those present, two abstentions, Houton and Carmody.

4. Report: Friends and Foundation

A. Kerry Mello, President of the Wareham Library Foundation presented an update on the organization's forthcoming Annual Fund Raising initiative which included a draft of a brochure to be sent out to all of Wareham's taxpayers, a mailing list is currently being developed. Kerry felt the brochure which is quite versatile could be adapted for use by the library. Several suggestions were offered and others may be sent to her at [www.warehamlibraryfoundation.com](http://www.warehamlibraryfoundation.com).

Kathy Gleason, President of the Friends reported on their planned activities for the next few months: A Book sale is scheduled for the 21<sup>st</sup> and 22<sup>nd</sup> of January; a Holiday Fair and Book Sale, December 4<sup>th</sup> which will include a raffle and the appearance of Frosty the Snowman and then in February a "Golfing Event" ( Mini Gold Tournament) for which promotion is being developed .

5. Old Business

Jack Houton reported on the By-Laws which have been amended at the direction of the TA (Town Administrator), now awaiting his sign off.

6. New Business

A. Role of Trustees on an Advisory Board

✓ Jack Houton addressed this issue, stating the need for a collective effort to promote a meeting protocol/process characterized by order, mutual respect, productivity and an understanding to strive for unity. Such an effort is guided by and adherence to conflict of interest and open meeting law guidelines. When and if issues arise the Chair should refer these matters to the legal committee of the Board for review and a determination of appropriate steps to be taken. With a new director aboard and the Board's commitment to new beginnings as well - to be supportive and objective in a context of civility is an imperative. Jack noted that we are an

appointed body, the Trustees' Handbook seems to apply more to elected trustees. The Legal Committee stands ready to respond to memos of fact and further fact finding in the resolution of problematic issues.

#### B. Conflict of Interest: Art Show Invitation

Brought before the Board of Trustees was an incident that developed and subsequently elevated between several member of the Board. At question was a conflict of interest perception. Consultation was sought from the Ethics Committee of the State Board of Library Commissioners. Rather than weighing into the specifics of the particular situation that confronted the Wareham Board of Library Trustees, general guidelines were offered which could be applied to the particulars. Highlights of the advisory were as follows:

- ✓ One's position as a trustee cannot be used to influence or gain from others, where those others are obligated to the trustee
- ✓ In this case an order of influence would be as follows:
  - Board of Selectmen
  - Town Administrator
  - Trustee
  - Library Director
  - Library Staff

It was pointed out by one of the trustees that what was of concern within the larger context of rectifying the the events of the past, was the perception by the public of this particular situation. Here again, Jack Houton advised the trustees to bring these kind of issues to the Legal Committee. Jack further added that anything sent to the media should be first reviewed by the Chair and himself as the chair of the Legal Committee

#### C. Library Policies

Contrary to the misunderstandings of handling this issue, Denise Mederios has conferred with the Town Administrator and from her own experience reported that library policies are the responsibility of the board as a collective entity. Following formulation of a policy it goes to the governing body for review and approval. Whatever policies are now being implemented or understood are in effect and remain so until revised. Denise clarified that policies are really driven by the library's strategic plan ( and of course we are presently in the process of entering into strategic planning ). In the mean time she suggested that the Board as a whole begin working on individual policies. Scheduled for the next meeting will be the "Meeting Room Policy". Ideas or other thoughts about the policy should be forwarded to either the Chair or Denise.

#### D. Library's Strategic Plan

Planning continues for the Strategic Plan process, Denise Mederios reported that a consultant has been secured & the two-hour planning sessions will be conducted on Friday, January 21 from 2 to 4 pm and on Friday, February 11 from 2 to 4 pm. Potential participants should be advised of this schedule. Denise would like a pool of about twenty five persons, of those approximately 20 will be invited to participate. Names should be referred to her. Jack Houton remarked on the importance of recommending individuals who believed in the importance of educating library know how to children/youth, especially those allied with the town's middle school.

6. Acting Director's Report

Denise has been reviewing an update of the library's website, which is very much outdated and in need of a retooling. After consulting with resources outside the framework of the town, she found the costs excessive in terms of other library priorities.

She will now meet with Matt Underhill, the town's computer specialist to see what improvements can be brought about by having a direct link through the town's website. Areas for improvement include: a simple layout of content; and ability to update easily.

Funding available from the Foundation and the Friends is viewed primarily as a supplement to the library's budget.

She added that because the town does many things for the library not reflected in the library's budget, the state reimbursement is effected adversely. This is an issue that concerns her.

7. Trustee Matters

A. Election of officers: December or January meeting

After discussion, motion by Leie Carmody that elections be held at our December meeting. Martha Strahan seconded. Motion failed. Voting in favor Carmody, Furler and Strahan, opposed Houton, Flaherty, McDonald and Wavro.

B. Town meeting and Incremental Library Funding

Jack Houton reported that he is working on a motion regarding minimum funding for the library to meet state requirements.

8, Next meeting Selecting new day and time.

In order to accommodate peoples schedules, a hasty review of possibilities emerged following a brief discussion. Motion by Leie Carmody to meet on the third (3<sup>rd</sup>) Thursday of each month at 5:30 was seconded by Kate Furler. The motion carried, Martha Strahan abstained. The change will take place in January 2011.

9. Next meeting: Tuesday, December 14, 2010 @ 4:00 pm

10. Meeting adjourned 6:15 pm, motion by Jack Houton seconded by Martha Strachan passed unanimously.

Respectfully submitted:

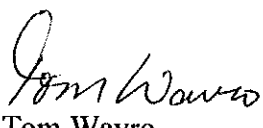
Tom Wavro 

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Minutes voted upon Tuesday, December 14, 2010

Approved / Disapproved

  
Johnna Fredrikson  
Acting Chairperson

  
Tom Wavro  
Secretary

