

WAREHAM FREE LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING, TUESDAY, DECEMBER 14, 2010

APPROVED

1. Meeting called to order at 4:02 and Chaired by Johnna Fredrikson

Present: Jack Houton	Tom Wavro	<u>Excused</u>
Martha Strachan	Kate Furler	Leie Carmody
Johnna Fredrikson	Mike Flaherty	Jim Hazlett
Denise Medeiros, Acting Director		Larry McDonald

Guests: Nora Bicki and Kathy Gleason

2. Public Comments: None.

3. Minutes

A. Minutes of the last meeting were reviewed and under 6B Conflict of Interest motion to table this item was moved by Jack Houton, all present voted in favor of the motion.. After several questions and clarifications a motion to approve the minutes was made, seconded and passed unanimously

B. Minutes of the Executive Session conducted October 12, 2010 brought before the Trustees for approval. Motion moved by Mike Flaherty, seconded by Martha Strachan, motion passed with Jack Houton and Kate Furler abstaining.

4. Report: Friends and Foundation

A. Kerry Mello, President of the Wareham Library Foundation reported on the organization's first Annual Fund Raising effort. Two mailings have gone out and included all of Wareham's taxpayers. Initial responses have been good and encouraging. Because of the number of volunteers involved many expenses were eliminated.

B. Kathy Gleason, President of the Friends reported on their planned activities for the next few months: A Book sale is scheduled for the 21st and 22nd of January; and then in February a "Golfing Event" (Mini Gold Tournament) for which promotion is being developed .

5. Old Business

A. Elections of Officers

Motion was made by Martha Strachan that election of officers take place at the Febuaary 17th meeting, Kate Furler seconded the motion. Jack Houton offered that the election be subject to a quorum of the trustees. The vote was unanimous

B. Liaison to Friends of the Wareham Free Library

After a brief discussion, the Chair designated Martha Strachan and Leie Carmody as liaisons to the Friends. Other trustees of course would be free to attend their meetings as well.

C. Strategic Planning

Denise Medeiros gave an update on the process for which two sessions have been scheduled: January 21 and February 11, both to occur from 2 to 4 pm. While some participants have been identified, there remains an interest in seeking a wide representation including the Cape Verdean

population, and others from the financial and medical sectors.

D. Library's Meeting Room Policy

The trustees were presented with the most recent revision and update of the policy which most importantly includes an application form which must be completed by prospective users. After a brief discussion, motion to accept the policy as presented was offered by Martha Strachan and seconded by Jack Houton, motion passed unanimously.

E. Head of Reference position

Denise Medeiros reported that the field had been reduced to three candidates and of those Laurie A. Cavanaugh has been selected, Denise is hopeful she will begin on January 4th as the necessary steps with town government are taken. She will take on a number of varied duties and responsibilities including assisting in grant writing and children's activities.

6. New Business

A. Standard MOU's

The issue before the Board is to understand in that in many cases the MOU process guided by the Director of the Library is perfunctory and can be handled collaboratively and expeditiously between the Director and the Chair of the Board. After discussion, Denise pointed out that differences or a uniqueness at variance with the standard approach would be brought to the Board for review. By motion of Kate Furler and a second by Jack Houton, it was moved that the Chair would be authorized to endorse MOU's presented by the Director of the Library that followed standards as understood by the Director and the Board of Trustees, however, the Board would have advance notification of all MOU's be they standard or not standard.

B. FY 2012 Budget

Denise was brief in stating that we are beginning a process of an on-going nature, with ups and downs over a period of time. She advised the trustees to retain the various handouts they would be receiving. She added that the TA, Mark Andrews has directed a salary increase of 5%. At this time two versions of the 2012 budget have been formulated, the first is \$47,000 more to provide leverage as we proceed. Denise addressed the Revolving Fund, noting its advantages for the library, that a centralized approach eliminates certain expense items from the budget. Commenting on Capital Planning she noted that getting quotes today for projects several years down the road, can be unrealistic and futile. She will inform us when informed of the dollar amount for budgeting purposes.

C. Art Show by Anne McRae Macleod, March 2011

Memorandum of Understanding (MOU) processed, reviewed, approved and signed by the Chair.

D. Tour of library for Trustees, annual event

The matter was raised and discussed all thought it a good idea. Denise advised a yearly event, and thought this coming February would be a good time to start. Library staff would be present, thus a Thursday, would probably to a good day.

7. Acting Director's Report

Of particular note, Denise pointed out the importance of the legislative breakfasts planned

to promote the Massachusetts Board of Library Commissioners' Legislative agenda. Fittingly named "Love Your Library" rallies, ours will be held, Saturday, February 12 from 10 to 1. Mark Pacheco will be in attendance. Also, she is applying for LSTA dollars in the amount of \$20,000 to fund a program targeting middle and high school aged "tweens and teens" It has some interesting features. The November Art Show was quite successful and resulted in a net of \$195 to the library. And finally, the trustees were advised of developments in the open meeting laws and to note relevant changes applicable to the functioning of the Board.

8. Trustee Matters

Jack Houton will be away for the January meeting, but all needed changes to the By-Laws will be completed and ready for review in his absence.

9. Next Meeting, Thursday, January 20, 2011 at 5:30 pm.


10. Motion to adjourn at 5:33 by Martha Strachan, seconded by Kate Furler, all approved..


Respectfully,

Tom Wavro

Minutes voted upon Thursday, January 20, 2011

Approved / Disapproved


Johnna Fredrikson
Acting Chairperson


Tom Wavro
Secretary

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