

Wellesley Free Library
Board of Library Trustees
Meeting Minutes
Arnold Room
Monday January 8, 2018

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Maura Murphy, Ann Rappaport, Diane Savage, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director.

Also present: Betsy Roberti, Advisory Liaison; Barbara McMahon, WFL Foundation.

CALL TO ORDER

The meeting was called to order at 7:15 P.M.

CITIZEN COMMENT

None

ITEMS

1. Approval of Minutes

The Meeting Minutes at the Hills Branch Library on December 11, 2017 were approved as amended.

The Meeting Minutes at the Town Hall, Juliani Room on December 13,2017 were unanimously approved.

2. Director's Report

- The outdoor plant identification map has been destroyed. Jaime will look into replacing it if possible, including the cost of doing so.
- Elise and Karen Evans submitted a letter to the editor of the Wellesley Townsman regarding ESL training, recognizing the support for ESL at the library.

- The ESL Tutor Class for 2018 is full. Applications are being accepted for the 2019 ESL tutoring program.
- Lisa Arm and Elise MacLennan partnered with Ellen Korpi on the preparation of the “wish list” for the Library of Things. The list was published in latest WFL newsletter and the library has received several donations already.
- The Children’s Department is starting a Robot Coding Camp on January 8. There has been considerable interest in the camp as well as continuing strong interest in other programs involving the robots. Python coding classes are still popular and well attended.
- Author Emily Redmond had a successful program and book signing at the Library.
- Work has started on the library’s Intranet project. An Intranet committee has been formed to help facilitate the project. The committee began meeting in February.
- The database Weiss Ratings has been very popular among patrons at the WFL. According to its publisher, Wellesley use has exceeded that of some much larger libraries.
- Personnel changes include a resignation in the Circulation department as well as an addition of a new hire in the Children’s Department. The IT Department has an opening for a Technology assistant. The ad for this position will be posted through January 18, 2018.

3. Update on Unified Plan

Ann-Mara gave an update on the Unified Plan Committee meeting in December. Committee members raised a number of questions including who would approve the plan (e.g. Board of Selectmen, Town Meeting); who would be in charge of implementing the plan; timeline for implementation; and how costs associated with the plan (e.g. new hires) would be covered. Larissa Brown, the consultant working with the Committee, indicated that unless boards and departments registered concerns/objections, it would be assumed that they agreed with the draft as currently written.

The WFL was largely missing from the draft plan. Ann – Mara, Ann and Jamie spoke with Larissa to bring this to her attention, indicating that the Library fits perfectly with the Unified Plan’s goals for supporting the community. Larissa agreed to include wording to correct this oversight. Ann-Mara drafted wording that was reflected in the document under review at the Trustee meeting. An updated draft of the Plan will be circulated in a couple of weeks. The Trustees were encouraged to read over the entire plan (available online) as well as the excerpted chapters involving the library and submit additions or edits to Ann - Mara.

4. Library renovation project update

Marla reported that she, Diane and Ann H. had met on Dec. 19 with Jack Morgan (Vice-Chair, Board of Selectmen), Blythe Robinson (Executive Director) and Mike Hluchyj (Advisory Chair). The meeting had been requested by Ellen Gibbs, Chair, Board of Selectmen to discuss the timing of the renovation project as well as the purchase of the Automated Materials Handler (AMH). Participants agreed that the merits of the project were not in question. However, BOS has concern over current timetable that calls for requesting design funds at the spring 2018 Annual Town Meeting and then construction funds at the 2019 Town Meeting. Their concerns revolve around the number of other important Town projects under consideration for the next several years and the availability of funds and/or borrowing that would be needed to cover them. The meeting was cordial, the discussion frank with efforts at transparency by all. Jack and Blythe asked that we revise our timetable for the renovation to future years though no discussion of exactly which years. Jack felt that the private money that the WFLF would contribute to the project is a positive and could support a more near term timetable. Trustees made no commitment on this but are interested in working with the BOS toward an acceptable timetable for the project. Trustees made it clear that neither Article (design funds request or request for funds to purchase the AMH) currently on the Annual Town Meeting warrant will be removed at the present time.

Trustees were invited to the BOS meeting on January 16 to discuss the project with full Board of Selectmen. All Trustees, the Foundation and the Friends are encouraged to come to the meeting on the 16th as a show of support.

5. Branch Budget Update

Jamie presented two options of the FY19 budget for the branches. Option 1 had no changes for the coming year except for the required increases for contract costs, expenses etc. The second included schedule changes at the Fells during the renovation period and added additional staff hours there after the reopening. Trustees preferred draft #2. The Trustees are committed to moving forward with the Fells renovation this summer. The increase is from 24.5 to 35 hours for Circulation Assistant at the Fells. Jamie will provide budget comparisons for FY18, FY19, and FY20 for the next meeting. The budget will be voted on at the next meeting.

6. Foundation Request Draft

Trustees reviewed the draft FY19 request. Changes from FY18 included adding \$4K to the ESL request (provides a 2% salary increase to Coordinator and some additional tutor training) and \$1K to the branch request.

Trustees also added \$1K to the Outreach request. The Outreach program now includes sensory story times for children on the spectrum. It was suggested that the WFL consider applying to the Fund for Wellesley for a grant to support this part of the program

The total request with these changes is \$96,258 (\$89,250 for FY18). No vote was taken, as the draft will be reviewed later this spring prior to being submitted to the WFLF.

7. Gift Policy and Naming Policy Drafts

Current drafts were discussed. Suggested changes should be submitted to Maura as soon as possible. Maura will send a copy of the revised draft to Jennifer Siedman, WFLF Development Director for comment. Drafts will then be brought back to the next Trustees meeting for a vote.

ADJOURNMENT

Ann H. moved to adjourn at 9:27 P.M. The motion was approved unanimously.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

Iki 01/08/2018