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**Wellesley Free Library
Board of Library Trustees
Meeting Minutes
Monday February 12, 2018**

Present: 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: Barbara McMahon, WFL Foundation Board; Betsy Roberti, Advisory Liaison.

Absent: Marla Robinson, Chair

CALL TO ORDER

The meeting was called to order at 9:16 AM

CITIZEN COMMENT

None

ITEMS

1. Approval of Minutes

Diane moved (Ann R. seconded) to approve the minutes of January 8, 2018. The minutes were approved unanimously as amended.

Ann R. moved (Ann-Mara seconded) to approve the minutes of January 16, 2018. The minutes were approved unanimously.

2. Director's Report

Jamie reported on the following items:

- Oral history project: two residents working with Tyson Bolles
- Friends' February book sale: brought in over \$8K
- Staff: 16 hr. Children's Reference Quincy Knapp has been hired to fill vacancy; long-time 16 hr. Children's Reference Kristy Pasquiarelli has resigned for a full-time job.
- Author visit March 8: Rosemary Wells
- Letter in Townsman: ESL
- ACI quarterly statement: approx. \$1K earnings
- WFLF gala nearly sold out
- Uses of Kanopy streaming movie service increasing
- Main library renovation project presented by Jamie at Kiwanis and COA (Kiwanis met Lava & Sky, too.)
- Motion language for Town Meeting articles is due to Town Executive Director by Mar 2.

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3. League of Women Voters Request

The League would like to schedule another “meet-up” opportunity for residents to meet with town officials at Hills Branch during open hours.

Diane moved (Ann R. seconded) to approve a LWV meet-up event on Saturday, March 10 from 12 noon to 1:30 PM at the Hills Branch library. The motion was approved unanimously, Ann-Mara abstaining.

4. Fells Branch Update

- The Community Preservation Committee approved funds requested by the Wellesley Historical Commission to be used toward a historically accurate cedar roof at Fells. Jamie will work with FMD to coordinate the roofing project with the interior redecoration.
- An artist and a carpenter have provided bids for the interior redecoration including painting of town facades on walls as well as painting the interior, including bookcases.
- Four chairs and a “leaf” table have been ordered to display at the gala. The WFLF is solidly behind the “Fells Re-imagined” project.
- Jamie is working on a state grant for the interior project and is considering applying to Fund for Wellesley for support with the artist’s fee.
- Approximate dates for Fells to be closed during renovation are 7/16-11/9. Fells Committee will meet with contractors to firm up that timeline.
- Ann-Mara seeking interested parties to donate and to help with elements of the children’s garden project planned for the Fells’ backyard. Actual work on the project will begin in spring 2019.

5. Fells Carpenter/Artist Request

The Trustees examined proposals from Charles River Customs Carpentry and Black Beak Studios for building and painting of murals, trees and shelf-toppers as well as painting and custom carpentry.

Ann-Mara moved (Ann R. seconded) to approve a guarantee of up to \$8,245 from State Aid for custom artwork for the Fells interior by Black Beak Studios. The motion was approved unanimously.

Ann-Mara moved (Ann R. seconded) to approve a guarantee of up to \$4,00 from the Branch Gift Fund and up to \$14,000 from the Directors Fund for custom carpentry work for the Fells interior by Charles River Custom Carpentry. The motion was approved unanimously.

6. Reynolds Fund Request

Inna will attend the PLA 2018 Conference from March 20–24, 2018.

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Ann-Mara moved (Ann R. seconded) to approve \$1,600 from the Reynolds Staff Development Fund for Inna’s conference registration and travel expenses in March 2018. The motion was approved unanimously.

7. IT & Intern Fund Request

Jamie proposed combining the two existing funds used for annual disbursements for student intern salaries (Children’s and Reference, both from State Aid) into a single line item and that IT intern salaries be included in this new fund. She asked that an additional \$5,000 be added to allow for an IT intern. Student interns may work for 9 consecutive months and receive an hourly salary of \$15.

Ann-Mara moved (Diane seconded) to create a single Student Intern disbursement fund and that an additional \$5,000 from State Aid be added to the FY18 disbursement to allow for hiring an IT intern. The motion was approved unanimously.

8. Gift Policy & Naming Policy Drafts

These two revised policies, reviewed at previous meetings, and returned for a vote.

Maura moved (Diane seconded) to approve the Wellesley Free Library Gift Acceptance Policy. The motion was approved unanimously.

Maura moved (Diane seconded) to approve the Wellesley Free Library Naming Policy. The motion was approved unanimously.

9. Meeting Room Policy & Forms Drafts

The Trustees reviewed and discussed updates to the Meeting Rooms Policy and reservation forms. Additional revisions will be made and the packet will return for a vote at the next meeting.

10. Arnold Room Request

Harvard Business School Forum has requested that one additional hour be added to their afternoon room rental. There was consensus that revised Meeting Room reservation fees will address this common request in the future.

Ann-Mara moved (Ann R. seconded) to approve Harvard Business School Forum’s request to reserve the Arnold Room from 1-5 PM on Friday March 2, 2018. The motion was approved unanimously.

11. Permanent Building Committee (PBC) Update

130 Following a preliminary presentation about the main library interior renovation plan, the
131 PBC asked Jamie and the Trustees to return with more details on February 15. Stewart
132 Roberts (architect) will attend.

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134 Ann-Mara moved (Ann R. seconded) to authorize up to \$1,000 from State Aid for fees
135 incurred through Stewart Roberts' assistance with the PBC presentation on February 15,
136 2018. The motion was approved unanimously.

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138 **12. Review of Articles for Town Meeting**

139 The Trustees reviewed and discussed Town meeting articles as presented.

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141 Ann R. moved (Diane seconded) to support the proposed bylaw revision to allow alcohol in
142 Town buildings as proposed by the Board of Selectmen. The motion was approved
143 unanimously.

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145 **13. New Business**

146 Ann R. will prepare content for the library's TM motions (19, 20, and Revolving Fund).

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150 **REPORTS**

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152 Maura reported that two Trustee appointments to the WFL Foundation Board of Directors,
153 Darcey Bartel and Liz Carpenter are rotating off in June. Names for new candidates have been
154 suggested for these three-year terms and Maura asked that other names be sent to her. The
155 Foundation has approved support for the Fells project as a gala "paddle raise."

156
157 Ann H. reported that Town Executive Director Blythe Robinson, the Board of Selectmen and the
158 town's Finance Department have created a list of future capital projects and assigned a timeline
159 priority to each. The draft summary distributed at a meeting on February 2 was given to
160 Trustees.

161
162 Ann-Mara reported that the Unified Plan Committee is scheduled to meet on February 27 for a
163 2-hr prioritization meeting. At this time, the draft timeline noted above and the Unified Plan
164 are not "in sync." Collaborative discussion about weighing priorities of both the strategic and
165 maintenance needs is key.

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167 **ADJOURNMENT**

168 Ann-Mara moved (Diane seconded) to adjourn at 11:37 AM. The motion was approved
169 unanimously.

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173 _____ Date: _____

174 Ann-Mara Lanza, Secretary, WFL Board of Trustees

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LIST of DOCUMENTS

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1. Minutes of January 8, 2018

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2. Minutes of January 16, 2018

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3. LWV request

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4. Carpenter request

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5. Artist request

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6. Gift policy

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7. Naming policy

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8. Meeting Room Policy

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9. Meeting room form

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10. Meeting Room form

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11. Meeting room form

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12. Meeting room form

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13. Article for TM

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14. Article for TM

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15. Article for TM

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16. Article for TM

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17. Article for TM

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196 *ECM 2/22/18*