

**Wellesley Free Library
Board of Library Trustees
Arnold Room
Meeting Minutes
Monday June 11, 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: Barbara McMahon, WFL Foundation Board; Betsy Roberti, Advisory Liaison.

CALL TO ORDER

The meeting was called to order at 7:15 PM

CITIZEN COMMENT

None

ITEMS

1. Approval of Minutes

Ann-Mara moved (Ann R. seconded) to approve the minutes of May 14, 2018. The minutes were approved unanimously as amended.

2. Director's Report

Jamie reported on the following items:

- American Century Investments has provided a Capital Preservation Fund Annual Report.
- Thanks to the dedicated participants for joining the parade during Wellesley's Wonderful Weekend. The WFL float was awarded "Most Unique."
- FMD is completing a report on needed masonry repairs to the stairs connecting the Cameron lot to the library parking lot.
- New vacancies: One 16 hour IT Assistant to be filled ASAP; one 16 hour Circulation Assistant to remain unfilled until closer to Fells Branch reopening.
- New services available or pending through MLN: digital New York Times; digital magazines through OverDrive. A trial of OverDrive e-book sharing among networks has been successful, possibly clearing the way for a more permanent cooperative venture.
- Twelve library staff members attended the Massachusetts Library Association's annual conference and reported back on a number of informative and helpful sessions.
- WFL has recently been awarded two grants for the Fells Branch project: \$8,245 from the Fund for Wellesley and \$400 from the Wellesley Hills Junior Women's Club. Thank you to both organizations for their support of the project!

3. Library Director Salary Update and Review

Marla met with the Town HR Board to discuss an increase in salary for the Library Director. She presented benchmark information pertaining to the salary range for Library Director in peer libraries. The HR Board agreed to the increase and will provide some funds to help cover the change. The Library Director's annual review forms are due to HR by July 20. Marla plans to submit by July 1 and asked that Trustees send her any relevant feedback as soon as possible.

4. Trustee Meetings Schedule FY2019

The Trustees reviewed and revised a list of potential meeting dates for FY19.

5. ESL Grant/MBLC Project Updates

Elise reported on the following:

- A \$6,000 grant has been received from the Gravestar Foundation to be used over three years for ESL expenses not normally covered by the WFL Foundation: costs connected with the annual new tutors training class; continuing skills development for current teachers and tutors; annual holiday honorariums for volunteer teachers.
- The MBLC recently completed a study, *Public Libraries in Massachusetts: An Evolving Ecosystem*. An interactive website <https://mblc.state.ma.us/ecosystem> will contain findings and recommendations. Meetings throughout the state have been scheduled for further discussion about how the study can be used to explore the future of libraries in the Commonwealth.

6. WPS Request for Second Use of Meeting Room in June

The Trustees discussed a request from the Wellesley Public Schools for an additional Arnold Room reservation in June. There was consensus to approve a second use of library meeting rooms by the Wellesley Public Schools in the month of June, 2018. The two meetings are a Middle School department heads' planning meeting in the Arnold Room on June 27 and an elementary teachers' professional development session in Wakelin Room on June 22.

7. Foundation Director Nominees

The Trustees reviewed the bios of Foundation Director nominees. There was consensus that a list of criteria would streamline the search process in the future. The Trustees expressed their thanks and appreciation to outgoing WFLF Directors Liz Carpenter and Darcy Bartell for dedicated service.

Maura moved (Diane seconded) to approve the appointment of Linda Wilkins and Johanna Murray to the Wellesley Free Library Foundation Board of Directors, each for a three-year term, to begin on July 1, 2018. The motion was approved unanimously.

8. Director of Development Search Update

The Trustees reviewed the memorandum describing the search process. Barbara McMahon reported that the search committee has been formed, the position has been posted, and applications are coming in. Maura will represent the Trustees on the search committee. A timeline has been set for interviews, with a goal of having the position filled by fall. A new junior assistant will be hired by the Director of Development.

9. Hunnewell School Project Update

Marla reported on several proposed scenarios regarding the renovation/rebuilding of Hunnewell School that were available in preparation for the TM vote on the Hunnewell School feasibility study. The Trustees do not favor any scenario that includes use of the library's parking lot or property for construction vehicles or as part of a new school building. Marla answered a question about this at TM. There was consensus on the importance of remaining up to date on developments to this project. Ann-Mara will serve as a liaison from the Library Trustees to the School Building Committee for Hunnewell.

10. Parking Lot Survey/Recommendations

The Trustees examined a recent proposal for making the library parking lot one way. After some discussion, it was agreed that more research is needed, including study of removing the island from the book drop area, particularly important with the AMH installation pending.

11. AMH Update

For this project, FMD will work on the contract with the architect, review construction documents and be available for any questions that arise, and Jamie will take on the role of paying the bills and making certain that things are being charged correctly. The library will continue working with architectural firm Johnson Roberts Associates. Meetings with three AMH vendors, all on the MHEC vendor list, are scheduled for June 19. A series of questions will be submitted in advance to each vendor.

12. Fells Branch Update

Barbara McMahon reported that the Wellesley Free Library Foundation voted at their most recent board meeting to fund the Fells Branch Library renovation project, with the first payment of the grant to be made before the end of the current FY and the remainder later in the project. FMD has selected a vendor for the new roof. The exterior of the building will be painted after the roof has been replaced. The book drop will be moved to a safer spot and remain available as long as safety allows. Permission has been obtained for parking up to 6 construction vehicles at Hardy School during the work.

13. Private fund requests FY2019

Ann-Mara moved (Ann H. seconded) to approve disbursements of up to the following amounts: \$3,000 for design assistance; \$9,000 for communications assistance; \$12,000 for library interns, and \$3,500 for marketing items from State Aid in FY19. The motion was approved unanimously.

Ann-Mara moved (Ann H. seconded) to approve disbursements of up to the following amounts: \$500 for water service at Hills and Fells; \$350 for coffee service supplies at Hills from the Branches Gift Fund in FY19. The motion was approved unanimously.

Ann-Mara moved (Ann R. seconded) to approve disbursement of up to \$850 for a children's author visit from the Pattillo Program Fund in FY19. The motion was approved unanimously.

Ann-Mara moved (Maura seconded) to approve allocation of \$4,000 for large print materials from the Norman Dorian Fund during FY19. The motion was approved unanimously.

NEW BUSINESS

The annual election of Library Board officers will be an agenda item at the July meeting.

REPORTS

Marla reported that Jack Morgan and Marjorie Freiman will be liaisons from the Board of Selectmen to the Library for FY19.

ADJOURNMENT

Ann H. moved (Ann-Mara seconded) to adjourn at 9:12 PM. The motion was approved unanimously.

The next regular meeting of the Board of Library Trustees is July, 16 2018 at 9:15 AM.

_____ Date: _____
Ann-Mara Lanza, Secretary, WFL Board of Trustees

LIST of DOCUMENTS

1. Minutes of May 14, 2018
2. Request for second meeting room reservation
3. Foundation Director nominees
4. Foundation Director of Development Search Update
5. Parking lot survey/recommendations
6. AMH vendors question list
7. Library Trustees' Meeting Schedule FY19

ECM 6/19/18, reviewed AH 6/27/18, approved 7/16/18