

**Wellesley Free Library
Board of Library Trustees
Fells Branch
Meeting Minutes
Monday July 16, 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

CALL TO ORDER

The meeting was called to order at 9:22 am

CITIZEN COMMENT

None

ITEMS

1. Approval of Minutes

Diane moved (Ann H. seconded) to approve the minutes of June 11, 2018. The minutes were approved unanimously.

2. Director's Report

Jamie reported on the following items:

- Summer reading is going along swimmingly. The Children's department is giving out badges to children, who read in different genres. Each book in a specific genre earns a badge.
- The library received a nice note from a patron regarding Erica Leblanc, who has consistently been going above and beyond to help out our patrons.
- The library received a request from a family to permit them to scatter a long-time patron's ashes outside the library. This request has been approved.
- Automated Materials Handler update: The Task force has identified two strong vendors. The task force will meet on July 23, 2018 to choose one of them. If there is discussion, the members of the task force may visit a site with a multi-drop AMH to make the final decision. The Facilities Management Department is working on the AMH contract with the architect. The architect will be doing the RFP for construction bids.
- The FY18 budget year is finished. The WFL will be returning about \$900 from personal services and about \$100 from expenses to the Town.
- The agreed upon transfer of \$2500 from Town funds for personal services has not been made reason being that we had funds in our budget to cover the increased salary The concern going forward is that without the additional funds in our base budget for FY18, this could negatively impact the FY19 budget, leading to losing a Sunday opening or other service. Blythe Robinson, Town's Executive Director, understood our concerns and offered several options to resolve any resulting future.
- The library's robots are about 2 years old and they are beginning to need regular repair. . The manufacturer has offered the library a chance to trade in the robots and get new upgraded version at a cost of \$6800 each. The robots have been a great addition and the

recommendation is that it would be worth it to replace them. Ann-Mara suggested that we ask the WFL Foundation to replace the robots as the program has been a tremendous success and everyone should be really proud of it.

- Parking survey: The IT department and Jamie are working to refine the charts that show how much our parking lot is used. The data shows that parking utilization is very high. The outside parking lot is used more than the garage. We will be doing a study again in September after school starts.
- The library received a request for reconsideration for a book in the Children's department. It was the library's decision to move the book to the Youth area. This review led to a discussion about use of the term "youth" and how clear that is to the public as to the ages it covers. It was decided to change to the term "Tween" and Library staff in the Tech Services Department will be rename and relabel all the books in that section to "Tween".
- Jamie is working on the "MA Friends of Libraries Award", which is given for a special one-time project other than a book sale. We will submit the Friends of the WFL for an award for their participation in the Wellesley parade.
- The annual Report to the Community will be featuring the renovation of the Fells Branch as well as highlighting the potential renovation plans at the Main Library.
- There were 300 applications for the Administrative Assistant position, which will be vacant when Kathy Fiore leaves later this month. There have been no internal applicants.
- Annie King is leaving the Children's Department to take a job in Shrewsbury. Her job will be posted and there may be internal candidates. Rick Ferraz, the IT Dept. intern has been hired in the 16 hr. IT Dept. position. The intern program is a great vehicle for getting qualified staff in the library.
- An employee has been out ill for a number of weeks. The employee may be going on long-term disability, lasting up to 18 months. Interim staff will need to be hired to cover the position, while the person is absent. The trustees are considering going to HR or the Advisory Committee to seek funds to cover some of these hours as this an unanticipated extraordinary expense.
- Jamie's review is forthcoming. The trustees gave authority to the Chair to conduct the review.

The review will be sent to the HR Department ahead of the due date.

3. Review Strategic Plan and Annual Action Plan

The Trustees reviewed both documents and discussed plans for the coming year. Work is being done on the strategic plan goals and objectives; good progress is being made. Points from the discussion:

- More promotion is necessary to encourage rental of the Hills Branch space. The new Administrative Assistant will help with the promotion of that rental space in response to rental inquiries. It is important to remember that custodial services for Hills off times rentals are being paid by the library and not FMD, so scheduling free town department board meetings there can add to expenses. The issue of finding funds to cover these costs during will be revisited at another Trustee meeting.
- The Fells Branch renovations are moving along very well. Plans for the garden project are the next to be developed. The Trustees will consider applying for CPC money for the garden. Mass Horticultural Society could also be contacted to see about any potential synergy. It would be helpful if the Wellesley bus could make a stop at the Fells.

- In discussing communications and getting information out about the WFL, it is important that the information/message come from the Library out to the community. Disseminating the message needs to be well coordinated between the library and the Foundation. The Foundation can be very helpful in finding the right channels to promote that message. The Trustees may want to re-establish a marketing committee in the absence of a staff marketing person. Foundation Directors should be a part of the marketing committee.
- The Trustees are working to enhance communication between town departments. They will be reaching out to the BOS and meeting with other town departments. A town wide calendar would be very helpful. The library is also working on fostering partnerships. Elise was invited by representatives from the High School to participate in the evolutions project there. The Historical Society is also interested in collaborating. Collaborations also involve the COA and MLP.

4. Identify and Discuss Initiatives for the Year

The library is working on maximizing innovation and technology, including the acquisition of the AMH. The Staff Intranet will be launched soon, which will be a new and improved communication vehicle for all library staff.

An Innovations Committee will be formed and will include Trustees, members of the public, Foundation Directors and Inna Ivers, the Library IT Director. The Committee will be charged with looking at new consumer technology innovations and investigating their viability in the library. The committee will meet twice a year. Inna and library staff will also form a Technology committee, which will look at existing library software and hardware and make assessments and recommendations for purchase.

The other initiatives for the year include:

The renovation project of the Main library

- Fells Branch renovation
- Monitoring the School Building Committee on the Hunnewell School Project
- Reviewing and updating library policies
- Preparation of the annual Report to the Community
- Working with the Foundation's new Development Director
- Working on the Budget
- Working on the Capital plan

5. Main Library Renovation

The renovation project fell just 3 votes short of the required 2/3 vote at Town Meeting in April 2018. Though it failed, the Trustees believed the vote showed strong support for the project. The Trustees will bring the project back to Town Meeting (either the Fall Special Town Meeting or Annual 2019 Town Meeting in the spring) and again ask for design money. The Trustees believe it is important to increase the visibility of the project both within town departments and the public at large. The data from the Feasibility Study is still fresh. If the funds were requested this fall, Jamie will investigate whether there would be adequate time for the architect to have a finished design and bids in hand by the Annual Town Meeting. This would allow the project to be done over the summer when it is better to close the library.

Diane moved (Ann R. seconded) that Marla should speak with Jack Morgan (Library Liaison & Chair, BOS) to advise him that Trustees do intend to ask for design funds this coming year and

ask about the possibility of putting the project on the warrant for the Fall Special Town Meeting. Motion passed unanimously. Staff and Trustees will explore opportunities to promote the renovation.

7. Alcohol Policy Draft

Town Meeting has approved the amended bylaws to allow alcohol to be served in most town buildings. The BOS has developed an alcohol policy. The library needs to develop a specific policy, based on Town's policy. Diane has done a first draft which the Trustees discussed. Diane will revise the draft based on the discussion. The board will look at the policy again in August.

8. Policy Updates, Strategy for FY19

Library Administration will look at the policies and prioritize which policies they would like the Trustees to address first.

9. Board Organization and Assignment of Projects/Committee Responsibilities

Ann. R. moved (Maura seconded) the following officers for the coming year: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary. The motion was unanimously approved.

10. SBC Update

Ann-Mara reported that swing space for Hunnewell students is an early major concern for the School Building Committee. SBC will oversee both Hunnewell and Hardy/Upham projects.

11. Committee Reports

Maura reported on the status of the search for a Director of Development for the Foundation. Interviews are in progress.

12. Other business

Trustees thank Kathy Fiore for her years of service to the library They will give her a gift card at her reception on Friday.

ADJOURNMENT

Ann H. (Diane seconded) voted to adjourn. The motion was approved unanimously. The meeting adjourned at 12:30 P.M.

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

IKI 7/18/2018