

**Wellesley Free Library  
Board of Library Trustees  
Arnold Room  
Meeting Minutes  
Monday September 12, 2018**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Diane Savage, Ann Rappaport, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director. Also present: Steve Gagosian, FMD; Marisa Rowe, WFL Foundation Director.

Absent: Maura Murphy

**CALL TO ORDER**

The meeting was called to order at 7:15 PM

**CITIZEN COMMENT**

None

**ITEMS**

**1. Fells Branch Library Exterior Paint - Steve Gagosian, FMD**

New wood shingle roof at Fells is nearly complete. Steve indicated project has gone well, including actual cost being lower than expected which meant less CPC funding needed. In preparation for painting the building exterior, an analysis of past color was done by the McGinley, Kalsow & Associates (historic preservation specialists who are working on Town Hall). It was determined that the building had beige cedar shingles in its early years giving it a beige color. Based on this, the architects are recommending a beige color on the body of the building with dark green trim and a darker green on the windows and doors. Steve showed color samples and asked for Trustee approval. After discussion, the Board asked Steve if it would be possible to see a sample of the colors on the building without slowing down the painting schedule. Steve agreed and will let Jamie know when this can be arranged. Trustees will let Jamie know their thoughts after sample is available. The Board thanked Steve for the efforts that he along with FMD has made on the Fells project to bring it back as close as possible to its early look. Marla indicated that she had emailed Tom Goemaat about scheduling a meeting with PBC as soon as possible regarding the renovation project for the Main library. Steve indicated that the library will be on the PBC's meeting agenda in late October. In addition, PBC and the Trustees will plan to present together at an Advisory meeting. This will take place after Trustee meet with Advisory to advise them that renovation will be on the Annual Town Meeting warrant in spring 2019. The Trustees will also present to the BOS prior to the end of November.

**2. Approval of Minutes**

Diane moved (Ann R. seconded) to approve the minutes of August 13, 2018. The minutes were approved as amended.

### **3. Fells Renovation Update**

The renovation is moving along on schedule. The Grand Opening to the community is currently scheduled for 10 am to 2 pm on November 17<sup>th</sup>. The library is planning to get a performer for outside for that day. Trustees suggested a tent for the backyard might be helpful on that day. During the week prior, several parties are being planned for multiple interested groups and stakeholders, including the Foundation Directors and other funders, Fells Working Committee, the Board of Selectmen, other Town Board and Committee Chairs, Town Department Heads, Library staff etc. Funds for these parties will be requested at the October Trustee meeting.

### **4. Director's Report**

- Children's Department held an end of the summer ice cream social and summer reading party on the patio outside of Children's room. It was very well attended and everyone had fun.
- Arne Christiansen worked with Wellesley College to sign up 2500 students with e-barcode library cards. Students are considered Wellesley residents. Jen Rixon visited Babson College and created new cards for students there using mobile circulation.
- The ARIS financial report has been completed. All financial obligations to remain certified by the state have been met.
- Scott Szczebak, Town HR Director received approval from the HR Board for \$1500 to assist the library with staffing cost for an unexpected long term absence in Circulation Department.
- Marla, Ann-Mara and Ann R. have realigned the FY19 budget to account for the raise in the director's salary. The realignment does not affect any employee hours.
- Inna has most of the members for the Innovation Committee and will be determining a first meeting date very soon.
- Jamie and Inna had a meeting with the Johnson Roberts (architects), Steve Gagosian and Dick Elliott (FMD) and Mike Groh (Facilities Supervisor), Bibliotheca (vendor) and DPW regarding required construction and installation of the AMH. Bidding process and necessary construction will take about 12 weeks and then an additional 1.5 – 2 weeks to install the AMH. The book drop will not be open during construction. Funds approved at 2018 Annual Town Meeting cover the construction and the purchase of the machine. Pedestrian access to the book drop is being discussed with DPW. This requires changes to the outer book drop area, including removing the island and replacing it with large urn, as well as adding a raised sidewalk up to the book drop. Plans and cost estimates are being developed.
- Coffee service at Hills has changed due to vendor issues. The Library will continue to charge for packets.
- FMD is working on a long planned carpet replacement project for the corridor from before the Arnold Room to just past the High School Study Room on the second floor. This area is not scheduled to change with the renovation project.
- The private Game Night event (a Foundation Gala auction prize) is happening on September 29. Emma Weiler and Quincy Knapp (Children's Department) have planned activities for the evening and Marisa Rowe (new Director of Development for the WFL Foundation) will coordinate food.
- Jamie presented the Centennial Fund Annual Report along with the Annual Report on the Foundation Grant to the Foundation Directors at their meeting on Sept. 12<sup>th</sup>.

- Also at that meeting, Jamie and Emma Weiler requested a replacement NAO robot which had been discussed at the August Trustee meeting. The Foundation Directors will consider this request. In addition, Jamie requested funds from the Kellogg Library Enhancement Fund to support a high school yearbook digitization project. While it is possible to digitize yearbooks through the Boston Public Library, doing so severely curtails access control to the materials. Therefore the WFL has decided to do the project independently. The Foundation Directors approved this request. Yearbooks to be digitized include 1931 – 2013. Years following 2013 will be added to the collection one year at a time.
- According to the Main library parking survey completed last spring, the parking lot peaked at 100% capacity at all observation times (10:30am, 3pm and 5pm). According to a study completed in 2011, the parking lot peaked at 91%. The study will be conducted again early this fall.

**5. Development Director - Wellesley Free Library Foundation (WFLF)**

The Trustees welcomed Marisa Rowe, the Foundation's new Development Director. Marisa comes to the WFLF with 20 years of fundraising experience, including all aspects of fundraising, communications and marketing. She is originally from a neighboring town and is familiar with local issues. She will be working between 20 and 30 hours per week, generally Tuesdays through Thursdays. Marisa looks forward to having an initial meeting with each Trustee to understand their involvement with the community and the library and to hear ideas. Marisa has ideas for some new events at the library and she would like to repeat some community favorites. The Trustees are eager to work with Marisa and the Foundation to continue to build the development program for the library.

**6. Reynolds Fund Request**

There are two requests this year - \$700 for Emma Weiler for ALA midwinter meeting and \$500 for Inna Ivers for NELA meeting. Anna-Mara moved (Ann R. seconded) that the Trustees approve \$1200 dollars for professional development from the Reynolds Fund. The motion was approved unanimously.

**7. Wakelin Room Reservation Request**

The Riverside Trauma Center has requested to rent the Wakelin Room for two consecutive days for training sessions with of about 60 participants which means many/most library parking spaces would be taken from prior to opening until late afternoon on both days. Trustees discussed the request and while they appreciate the important work this organization does, tying up library resources for two days would greatly inconvenience regular library patrons. It was also discussed that this organization doesn't directly serve Wellesley residents. Regrettably, the Board was unable accommodate the request.

**8. Advisory Meeting with Trustees - September 26, 7 pm**

At this meeting, the Trustees will introduce the Library and its services, state requirements etc. as well as highlight some major initiatives like the Fells renovation, the AMH procurement. The Trustees will mention that they will be bringing the Main library renovation project back at 2019 Annual Town Meeting Ann R. and Ann H. will not be able to attend on September 26.

## **9. Capital Planning**

Trustees reviewed both the FY20 FMD and library capital budgets for all library buildings. Jamie and Marla met with Mike Groh, Joe McDonough and Steve Gagosian to look at the FMD FY20 capital budget for library buildings. The Main library renovation project is in the plan at \$3.5 million. When the renovation is approved, there will be some savings in several of years in the FMD 5-year capital budget due to removal of line items that will be covered in the renovation (carpeting, painting etc.)

In reviewing the library capital budget, Jamie indicated that the time card system remains in the budget while town departments look into the possibility of doing a town wide system. Meetings are ongoing and it is hoped that a decision will be made soon.

Trustees will vote the FY20 capital budgets at their October meeting.

## **10. Policy Updates**

The Trustees removed the Disruptive Persons Policy as its elements are now incorporated in the Prohibited Conduct Policy.

Ann H. moved (Ann R. seconded) to approve the Prohibited Conduct Policy as presented. The policy was unanimously approved.

Ann-Mara moved (Diane seconded) to approve the Rules of Conduct Policy as amended. The policy was unanimously approved.

The Alcohol Policy vote was tabled until the next Trustee meeting.

## **11. SBC Update**

Marla, Ann-Mara, Ann and Jamie will meet with members of the SBC, including the architect on 9/13/2018 to discuss the library requirements that must be considered as this committee develops its plans for the Hunnewell school building project including how the project could impact the library. Ann-Mara will attend the Sept. 20 SBC meeting with the community.

## **12. New Business**

At least one trustee will be present at the October 25th Wellesley LWV open house at the Hills Branch Library that is an opportunity for residents to meet their elected board representatives. The Trustees extend thanks to Elise and Jamie for all their work on the Annual Report to the Community. The report is currently at the printer and should be in the mail by late September.

## **13. Main Library Renovation Planning**

Trustees discussed the revised timeline for the renovation project which has requesting design funds at the 2019 Spring Annual Town Meeting and, if approved, come to Fall 2019 Special Town Meeting with bids in hand and request construction funds. Approval at that time would allow procurement to begin prior to summer 2020 when the library would close and the project would be completed. This will give the Foundation time to do a feasibility study and begin planning for the fundraising necessary to support the project. Marla gave the timeline to the Foundation Directors at their recent meeting. She also suggested that Directors who were not Town Meeting members consider running for office. Marla will ask Betsy Roberti, (Advisory liaison to WFL) to put Trustees on Advisory's agenda to discuss the renovation and to add a second meeting with Advisory for Trustees and PBC.

## **ADJOURNMENT**

Ann H. moved (Diane seconded) to adjourn at 9:30 PM. The motion was approved unanimously.

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Date: \_\_\_\_\_

Ann-Mara Lanza, Secretary, WFL Board of Trustees

## **LIST of DOCUMENTS**

1. Minutes of August 13, 2018
2. Director's Report
3. Room Reservation Request
4. Capital Planning
5. Capital Planning
6. Capital Planning
7. Capital Planning
8. WFL Foundation Update
9. WFL Foundation Update
10. Disruptive Persons Policy
11. Draft Rules of Conduct Policy
12. Draft Prohibited Conduct Policy
13. Draft Alcohol Policy
14. Draft Alcohol Application Form