

**Wellesley Free Library
Board of Library Trustees
Arnold Room
Meeting Minutes
Monday, October 15, 2018**

Present: Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Ann Rappaport, Maura Murphy, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director. Also present: Marisa Rowe, Director of Development/WFL Foundation, Barbara McMahon, WFL Foundation Board.

Absent: Marla Robinson, Diane Savage

CALL TO ORDER

The meeting was called to order at 9:20 AM

CITIZEN COMMENT

None

ITEMS

1. Approval of Minutes

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

Ann-Mara moved (Ann R. seconded) to approve the minutes of September 26, 2018. The minutes were approved unanimously.

2. Director's Report

Jamie reported on the following items:

- LED Project: FMD will be changing out exterior parking lot and security lights of the Main Library as part of their energy efficiency and sustainable energy program. The goal is to have the library portion of the project done by year end at a cost of \$65,000 (FMD budget). New lighting will be the same or improved over current.

Ann-Mara moved (Ann R. seconded) to accept the plan for LED lighting at the Main Library. The motion was approved unanimously.

- Jamie shared a thank you note from Beth Hinchliffe for the Trustees' condolences and support in memory of her father, Robert Hinchliffe, a longtime supporter of the WFL.

- Chronos has been chosen as the preferred time management system for Town. DPW is already using this product. The library will participate in this project. Cost and implementation schedule to be determined. Library will continue to keep \$30,000 in its FY20 capital budget for a system until plans are in place.
- Wellesley Reads Together 2018, a joint program with MassBay Community College, is currently underway. The book choice is an annotated version of Mary Shelley's Frankenstein. Programs and events are planned throughout October.
- Jamie has received the quarterly statement from American Century Fund.
- The HR Director and Board have approved an allocation of \$1,500 for staffing needs due to a long-term medical leave on the circulation staff. These funds are to be transferred into the FY19 operating budget.
- Jamie will present at the Unitarian Church on the future of libraries as part of their lifelong learning series.

3. Gift Acceptance

Jamie received \$100 donation from a non-Wellesley resident in appreciation for great library service.

Ann-Mara moved (Maura seconded) to accept an unrestricted gift of \$100 to be deposited into the Director's Fund. The motion was approved unanimously.

Jamie received a grant in the amount of \$1,600 from the Friends of the Wellesley Free Library for the Fells Branch Library renovation. The Trustees expressed their gratitude to the Friends for this grant.

Ann-Mara moved (Ann R. seconded) to deposit the \$1600 grant from the Friends into the Branch Gift Fund. The motion was approved unanimously.

4. League of Women Voters of Wellesley Banner Request

The League has requested permission to display their "Vote Tuesday" banner on the front rail of the Main Library during the week before Election Day. In the interest of full disclosure, 2 Trustees are League members.

Ann H. moved (Maura seconded) to approve the banner to be displayed during the week before Election Day. The motion was approved unanimously.

5. AMH update

The installation of the AMH will require that the current book drops be out of commission January – March 2019 while construction is being done. Jamie is investigating rental units to be used as replacements for this period.

Consideration is being given to installing a pedestrian walkway up to the book drop - if a window into the interior is included in the installation design. The walkway is estimated to cost \$21,000. A cost estimate for the exterior work including the window is being

developed by the architect. No decision on these changes will be made until the full cost of the window and walkway are known and if there are sufficient funds in the project to cover this cost. This information should be available shortly.

6. Fence at Fells

DPW has offered to remove all fencing (installed by the WCCC as tenants) at the Fells Library free of charge.

Ann-Mara moved (Ann R. seconded) to accept the offer from the DPW to remove all fencing both chain link and split rail. The motion was approved unanimously.

The Trustees then discussed replacement fencing. Jamie is seeking estimates for replacements. FMD has \$2,500 available towards replacing fencing.

7. Fells Renovation Update

Jamie reported the exterior painting is almost finished. On November 17, the Fells will reopen to the public with a community open house celebration. In the days prior, there will be receptions for different groups, including Foundation donors, Fells Committee, Library staff, Town Boards and staff, Town Meeting Members. Invitations will be emailed to all.

Ann-Mara moved (Ann R. seconded) to approve \$500.00 from the Directors for Fells reopening supplies. The motion was approved unanimously.

The Trustees conveyed thanks to the Foundation for generous support of this project. A discussion followed about the proposed children's garden for the backyard of the Fells. This project needs funding and volunteer support. Ann-Mara and Maura will meet with Marisa about moving forward with the garden.

8. Capital Planning and FY20 Operating Budget

Ann-Mara reported on a recent meeting sponsored by the Board of Selectmen about the capital budget process. From that meeting, it appears that the BOS have decided that the current process will remain in place for now. There will be continued emphasis on departments maintaining updated 5 Year Capital Budgets.

The Trustee's reviewed a draft of the FY20 Library Capital Budget Request. The \$30,000 for the time card system will continue to be carried at least until a final decision is made on the town wide system.

Ann-Mara moved (Ann R. seconded) to approve the FY20 Capital Budget Request in the amount of \$474, 300. The motion was approved unanimously.

The Trustees reviewed and updated the 5 Year Capital Budget (FY20-24).

9. Main Library Renovation Planning

The Trustees discussed the timing of the Main Library renovation project in preparation for a meeting with the PBC on Oct. 25. Jamie will discuss this with Steve for his feedback. This will also be part of the discussion with the PBC.

Ideally the library project will be finished before any construction is done at Hunnewell. The Trustees also discussed that this was the first major project to be done jointly with the WFL Foundation, and will require coordination and planning. Ann H. proposed a working group to include representatives from Trustees, Foundation Board, and Jamie to begin the process of deciding on a timeline, common message, materials needed, potential costs etc.

Barbara McMahon indicated that the Foundation is 100% supportive of the renovation project. She and Marisa Rowe will pursue the planning group idea with the Foundation Board. Barbara also explained that the Foundation Board feels that there is an education process needed as to the role of the Foundation and to raise awareness of its mission within the community. Their Board is establishing a subcommittee to begin this process. The Foundation needs time to explore its capacity to raise funds.

10. FY20 WFL Action Plan Draft

The Action Plan for FY20 is due to the MBLC on December 1, 2018. The Trustees reviewed both this year's action plan as well as a draft for FY20 with changes suggested by Jamie. The plan will be voted on at the November Trustee meeting.

11. Director Fund Request for Photographer

Jamie has an opportunity to hire a professional photographer to take photos of the renovated Fells Branch Library for use in promotional materials

Ann-Mara moved (Ann R. seconded) moved to allocate up to \$500.00 from the Directors Fund for photographs of the Fells Branch Library. The motion was approved unanimously.

12. Policy updates

The Trustees examined and revised the alcohol policy and the application to serve alcohol form.

Maura moved (Ann R. seconded) to approve the Wellesley Free Library Alcohol Policy and the Wellesley Free Library Application to Serve Alcohol. The motion was approved unanimously.

13. SBC Update

Ann-Mara reported that the SBC is about to have the Hardy/Upham project added to their agenda. Discussions are underway about swing space and modules for students during construction at Hunnewell.

14. New Business

Ann-Mara reported that the date for the League of Women Voters “meet up” at the Hills Branch Library has been changed to November 8.

Ann-Mara and Ann R. will soon begin meeting with Jamie regarding the FY20 Operating Budget which is due on December 3.

ADJOURNMENT

Ann-Mara moved (Ann R. seconded) to adjourn at 11:30AM. The motion was approved unanimously.

The next regular meeting of the Board of Wellesley Free Library Trustees will be November 6, 2018 at 7:15PM.

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

LIST of DOCUMENTS

1. Minutes of September 12,2018
2. Minutes of September 26th, 2018
3. Directors Report
4. AMH Update
5. AMH Update
6. Fence at Fells
7. Fells Renovation
8. Capital Planning and FY20 Operating Budget
9. Main Library Renovation Planning
10. FY20 Draft Action Plan
11. Alcohol Policy
12. Alcohol Application Form

DD10/25/18, AH11/1/18