

**Wellesley Free Library
Board of Library Trustees
Arnold Room
Meeting Minutes
Tuesday, November 6, 2018**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Ann Rappaport, Diane Savage, Maura Murphy, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director. Also present: 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

Diane moved (Ann R. second) to approve the minutes of October 15, 2018. The minutes were approved unanimously as amended.

The Trustees noted their thanks and appreciation of Jamie's vision and hard work on the Fells renovation and re-opening.

2. Director's Report

Jamie reported on the following items:

- All present acknowledged the passing of Joellen Toussaint. The Trustees expressed their condolences and extended sympathy to her family.
- Anna Dorste will be leaving her Librarian position to work as a medical librarian at Boston Children's Hospital.
- Carpet replacement on 2nd floor outside the Arnold Room, Administrative Offices etc. The original plan to replace this carpet with the same carpeting has to be revised as the carpet has been discontinued. A suitable substitute will be sought.
- Joe Murray will attend the December Trustee meeting to discuss Cameron Street side entrance stairs and masonry project.

- Anna Dorste attended the CPC meeting to present the map digitization project, which received a positive response. Sue Hamilos will become the point person for the map project going forward.
- Joe McDonough will give the FY20 FMD Capital Presentation at the November 13 Board of Selectmen meeting. Ann H. and Diane will attend.
- A training entitled **Library Security: Dealing with Challenging Patrons** will be presented on Monday December 3rd by Dr. Steve Albrecht. There will be 2 sessions, 10-12:00 PM and 1-3:00 PM. Any interested Trustees are invited to attend.
- Two Wellesley teens have been issued a no-trespass order from the Libraries for 1 year after multiple rule infringement warnings.

3. Wellesley League of Women Voters Meet-up at Hills

The Wellesley League of Women Voters will hold an event for the public to meet with Town Board representatives at the Hills Branch Library on November 8. Marla, Ann-Mara, and Ann R. will attend.

4. Gift Acceptance

A Wellesley resident who is a furniture manufacturer's representative has offered to donate a showroom sample of a blue, fish-shaped bench.

Ann R. moved (Ann-Mara seconded) to accept the fish-shaped bench. The motion was approved unanimously.

5. Alcohol Request

The Wellesley Free Library Foundation submitted an application to the Board of Selectmen to serve champagne at the Fells Branch Library re-opening party for donors.

The Selectman approved the application pending approval by the Board of Library Trustees. Going forward, all applications for alcohol service must be submitted to the Library Trustees for approval prior to submitting it to the BOS.

Diane moved (Ann R. seconded) to approve the application for alcohol to be served inside the building at the donors event for the opening of the Fells Branch Library. The motion was approved unanimously.

6. AMH Exterior Design

The Trustees reviewed the proposed exterior design for the Automatic Materials Handler. There is space around the proposed window that will need to be filled. Using one or more of the Kepes Panels may be an option. Jamie has contacted the Kepes Panel Committee to determine available panels. Other options are being considered as well.

Consideration is being given to installing a pedestrian walkway to the book drop if a window into the interior is included in the installation design. The walkway is estimated to cost \$21,000. 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. The information should be available shortly

7. Main Library Renovation Planning

Marla, Jamie and Steve Gagosian attended a PBC Meeting on 10-25-2018 where a winter rather than summer “slammer” idea was discussed. PBC felt that this change would be workable. However, subsequent to that meeting, concerns were communicated about the change in timing being problematic due to financing plans for the project. Steve then re-created the schedule to reflect a spring/summer 2021 construction. Jamie discussed some possibilities for Library service locations during the project. The Trustees discussed the importance of working with the WFL Foundation to plan fundraising for the project and develop a possible goal as soon as possible to provide information to Advisory and Town Meeting.

8. Fells

- a. Details for the Fells re-opening are being arranged, including a Police Department detail and use of the Hardy School for parking on Saturday. Wellesley Media is producing a video that includes interview footage with the artist, carpenter and Jamie.
- b. Thanks to the DPW for removing the entire fence. Research continues on various options for a replacement including getting prices for a green chain link fence, a white fence and a black wrought iron fence.
- c. As there is no secure place to put a cash box in the Fells Branch, Jamie suggested that only e-commerce be transacted at Fells. There was consensus to eliminate cash transactions. Patrons will be able to use the public computer there, log into their account and pay fines, pay at the Main Library or through their account at home.

9. Library Calendar FY20 Draft

The Trustees discussed the calendar for FY20. Due to budget considerations three Sundays must be cut.

Diane moved (Ann R. seconded) to accept an FY20 Sunday calendar that reflects open Sundays ending June 7, 2020. The motion was approved unanimously.

10. Operating Budget FY20 Draft

Jamie distributed the most recent draft of the FY20 budget. All expenses are level funded. The Trustees discussed the cost challenges of a 52.4 week year.

11. Action Plan FY20 Draft

The Trustees reviewed the Action Plan for FY20. All the revisions from the previous meeting have been incorporated into the document.

Ann R. moved (Ann H. seconded) to approve the FY20 Action Plan as presented. The motion was approved unanimously

12. School Building Committee Update

The Trustees reviewed the notes from the October meeting with representatives from SBC, BOS, architects and FMD. Marla, Ann-Mara, and Ann will meet with this group again on Nov. 27. The SBC is currently considering an offer from the Village Church to provide swing space for the students during construction.

13. New Business

- Marla shared information about the Dan McCabe Memorial Blood Drive in Wellesley on November 21.
- Trustees were asked to hold December 12 for attendance at Advisory to present the FY20 Operating and Capital budgets and (along with PBC) discuss the Main Library renovation.

ADJOURNMENT

Diane moved (Ann R. seconded) to adjourn at 9:12 PM. The motion was approved unanimously.

The next regular meeting of the Board of Wellesley Free Library Trustees will be Monday December 3, 2018, at 7:15 PM.

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

LIST of DOCUMENTS

1. Approval of Minutes
2. Wellesley League of Women Voters Meet-up at Hills
3. Gift acceptance
4. Alcohol request
5. AMH exterior design
6. Main Library renovation update

7. Fells update
8. Fells fence
9. Library Calendar FY20 Draft
10. 11, 12, 13 Operating Budget FY20 Draft
14. Action Plan FY20 Draft
15. SBC update

DD 11/21/18, AH 11/26/18 Approved 12/3/18