

**Wellesley Free Library
Board of Library Trustees
Annual Planning Retreat
Wellesley College Club, Rm A & B
Meeting Minutes
Tuesday, August 6, 2019**

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

CALL TO ORDER

The meeting was called to order at 9:25 AM.

CITIZEN COMMENT

None.

ITEMS

1. Approval of Minutes

Diane moved (Ann R. Seconded) to approve the minutes of July 15, 2019. The minutes were approved unanimously.

2. Director's Report

Jamie reported on the following items:

- State Library Budget was passed in with an increase to most of the logistics totals.
- A patron completed a suggestion card, and complimented Annette Diola on her services in the computer lab.
- Joe Murray from FMD is moving the feasibility roof project forward. The site visit will occur soon.
- A year in the life of the Wellesley Free Library draft 2019, was reviewed and updated.

Review Strategic Plan and Annual Action Plan

The Trustees discussed and revised the goals, actions timeframe and overall draft action plan for FY'20 and FY'21.

3. Identify & Discuss Initiatives for Year

The Trustees discussed the Initiatives for FY'2020.

4. Assignment of Projects/Committee Responsibilities & Board Organization

The Trustees reviewed and revised the working group assignments for FY'20.

A member of the Wellesley Free Library Trustee's will attend the upcoming Town Meetings as well as the annual Friends meeting.

There was a discussion for an upcoming event in October 2019 for the Board Members of the Friends, the Wellesley Free Library Foundation and the Board of Library Trustees.

Diane moved (Ann R. Seconded) to vote for the current officers to serve on the committee in their same roles for FY'20.

5. Main Library Renovation

The Trustees discussed the various meeting's that are ongoing regarding the upcoming changes; The Hub group will discuss all reviews, the Trustees will make the final decisions. There will be updates monthly.

6. Naming & Gift

The Trustees reviewed and revised some changes to be made to the Naming and Gift Policy's.

7. Foundation Nominee Procedures

The Trustees discussed having a designated area for recognition for the Donors in the Library.

8. Policy Updates, Strategy for FY20

The trustees spoke about a strategy for FY20 to be on a regular basis.

They also spoke of adding a policy to the Agenda to review and revise if needed at the Library Trustee monthly meetings.

ADJOURNMENT

Diane moved (Ann H. Seconded) to adjourn at 1:30 PM. The motion was approved unanimously.

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

LIST OF DOCUMENTS

1. Approval of Minutes
2. Directors Report
3. Review Strategic Plan and Annual Action plan
4. Assignment of Projects/Committee Responsibilities & Board Organization
5. Main Library Renovation

DD8/14/19