

**Wellesley Free Library  
Board of Library Trustees  
Arnold Room  
Meeting Minutes  
Monday, September 9, 2019**

**Present:** Marla Robinson, Chair; Ann-Mara Lanza, Secretary; Ann Rappaport, Maura Murphy, Trustee; Jamie Jurgensen, Library Director.

**Also present:** Betsy Roberti, Advisory Liaison and Kara Reinhardt Block, Director of the WFL Foundation Board.

**Absent:** Ann Howley, Inna Ivers, and Elise MacLennan.

**CALL TO ORDER**

The meeting was called to order at 9.22 AM PM.

**CITIZEN COMMENT**

None.

**ITEMS**

**1. Approval of Minutes**

Diane moved (Ann R. Seconded) to approve the minutes of August 6, 2019 as amended. The minutes were approved unanimously.

**2. Marybeth Martello SEC Presentation**

The Sustainable Energy Committee (SEC), in consultation with the Facilities Management Department, developed Draft Sustainable Building Guidelines and a Guideline Summary for municipal building projects and building projects on town-owned land. The SEC will seek approval of the Guidelines at Annual Town Meeting (ATM) 2020. The SEC is in the process of presenting the Draft Guidelines to departments, boards and committees so that they obtain and provide feedback before ATM. In addition, Marybeth presented information about rooftop solar possibilities and partnerships with WMLP as they relate to Town buildings and the library.

### **3. Director's Report**

Jamie reported on the following items:

- The irrigation system is being installed at the Fells Branch.
- A 16 hour Circulation position has been filled by an on-call staff. Two 16 hour positions remain open in Circulation. One 16 hour position is open in Information Services.
- FMD is working on a door project at the branches. The project will include reviewing opportunities for keycard access.
- Jamie handed out thumb drives to the Trustees that contained polices and minutes from previous Trustee meetings.
- The origami display cases have been getting great attention from our patrons.
- Circulation will be at Babson College on October 1, 2019 to provide library cards. Coordination with Wellesley College to provide library cards continues.
- Library supervisors will be taking a tour of the Horn Library at Babson College on October 1, 2019. Trustees are invited to join the tour.

### **4. Capital Budget**

This item was tabled until the October 7 meeting of the Library Board.

### **5. Policy Review**

#### **a. Gift**

The Trustees reviewed the Gift Acceptance Policy.

Ann-Mara moved (Diane Seconded) to approve the Gift Acceptance Policy with the edits as discussed. The motion was approved unanimously.

#### **b. Naming**

The Trustees reviewed the Naming Policy.

Ann-Mara moved (Ann R. seconded) to approve the Naming Policy with the edits as discussed. The motion was approved unanimously.

### **6. Naming**

#### **a. Agreement Review**

The Trustees reviewed the Naming Agreement for the Town Hall bookcase at the Fells.

Ann-Mara moved (Diane Seconded and Ann R. abstained) to approve the Naming Agreement with the Rappaport Family for a bookcase at the Fells Branch Library. The motion was approved unanimously.

**b. History and Opportunities**

This item was tabled until the October 7 meeting of the Library Board.

**7. Foundation**

**a. Update**

The Fall Donor Event is November 2, 2019. The upcoming Gala date is on April 2, 2020. The feasibility phase for the capital campaign is getting started. A consultant has been hired to assist with the campaign. There is a new Foundation Director Laurel Lyle. Laurel is replacing Sam Rubenstein.

The Trustees reviewed the following:

**b. Nominee Procedures**

Trustees would like to reinstate a nominating team with Foundation to improve communication and create a check-in process.

**c. Annual Report to the Community**

**d. Annual Report to Foundation, Annual Centennial Report**

**8. Roofing Update**

The final report for the feasibility project will be presented by Russo Barr Associates on October 7 at 6:30 pm at the BOS Meeting.

**9. Main Library Renovation Update**

The Design Hub group had their first meeting with architects and Steve Gagosian. Design group-meeting notes were shared and Trustees provided additional feedback for the architects. The next meeting is October 18, 2019.

**10. Annual Action Plan**

This item was tabled until the October 7 meeting of the Library Board.

**11. SBC Update**

Ann-Mara provided an update on the Hunnewell building project.

**12. New Business**

**13. Topics not reasonably anticipated by the Chair prior to posting**

**ADJOURNMENT**

Diane moved (Maura seconded) to adjourn at 12:08 PM. The motion was approved unanimously.

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

**LIST OF DOCUMENTS**

1. Approval of Minutes
2. Capital Budget
3. Policy Review
  - a. Gift
  - b. Naming
4. Naming
  - a. Agreement Review
5. Foundation
  - a. Update
  - d. Annual Report to Foundation, Annual Centennial Report
6. Main Library renovation Update
7. Annual Action Plan

DD9/9/2019