

**Wellesley Free Library  
Board of Trustees  
Meeting Minutes  
Monday, January 10, 2022  
7:15 PM  
Online Remote Meeting**

**Present:** Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Diane Savage, Linshi Li, Maura Murphy, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Corinne Monahan, Advisory Liaison; Ann-Mara Lanza, Select Board; Keith Higgins, Foundation; Jeannette DiBiase, Library Administrator; Deed McCollum, World of Wellesley

**CALL TO ORDER**

Meeting called to order at 7:15 PM

**CITIZEN SPEAK**

Marla reviewed Citizen Speak guidelines.

Deed McCollum, Board member from World of Wellesley, expressed concern and displeasure for the way a recent Thanksgiving co-sponsored program was handled by the Library. Ms. McCollum requested the Board of Trustees investigate the incident and provide a statement to the World of Wellesley by January 17.

**ITEMS**

**1. Minutes**

Diane S. moved (Ann H. seconded) to approve the minutes of December 6, 2021. The Trustees, polled individually, unanimously approved the minutes with minor revisions.

**2. Friends & Foundation Updates**

- Barbara Marx gave an update on some events the Friends have lined up for the upcoming months. The Friends have secured a bib and runner for the 2022 Boston Marathon thanks to a lead from the Foundation. The donation of “Lucky You” books from the WFL has added to their book sales and the Friends have designated January to be textbook donation month. The Friends will also be holding small “pop-up” book sales in the Wakelin Room throughout the year and may also hold a “Vintage Book Sale” as well. The Friends are looking into the possibility of using the Bay State Books Company which helps minimize the numbers of books ending up in landfills by searching recycling bins for items to sell on Amazon. They have offered a 50/50 split from the proceeds of any sales from books offered to them by the Friends. Book donations to the Friends have been down over the past few months. Marla suggested

that the Friends might ask for donations on the various neighborhood websites. The Trustees thanked Barbara for the innovative ideas and hard work of the Friends on behalf of the Library.

- Keith Higgins from the Foundation gave a brief update on the Foundation's upcoming Gala on April 7, 2022. They are looking for sponsorships and paper invitations will be going out soon. In past years, this event has raised approximately \$200,000 to \$250,000. Guest speakers will be Lisa Hughes of WBZ and Chef Jeremy Sewall who wrote the "Row 34 Cookbook". Keith also mentioned that the Foundation was still assessing the impact of the WFLF's Annual Appeal, which ended in December, and that the November 5<sup>th</sup> event in the Main Library for campaign donors was a big success. On behalf of the Trustees, Marla thanked the Foundation for its stellar work on the capital campaign.

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

- The Library remained open on January 7 despite the snowstorm which closed most local libraries. Jamie thanked Mike Groh and the FMD team for managing to clear sidewalks at all three locations while working with a reduced staff, and also thanked the library staff for successfully keeping the building open.
- In December, the Library issued 146 new cards, up from 60 in December 2020. (In November, the Library issued 915 cards which was up from 76 in November 2020.) There were 4,419 holds picked up at the Main Library in December, up from 3,819 the previous December. Holds at the Hills and Fells branches fell slightly in December but were still about double pre-pandemic numbers. Jamie opined that during the pandemic and Main Library renovation, many residents became aware that holds could be picked up at the branches and have continued to take advantage of that service even as the Main Library has again become busier.
- Jamie gave the Trustees an update on the renovation punch list. The giant Lite Brite and caterpillar shelving unit was delivered. The Beginning Reader book stacks were also delivered, although she is still waiting for a few fillers for the corners of the units. TMC will deliver board bookshelves and tabletops before the end of January (the original units delivered were the wrong color). Richard Alexander and Michael LaFosse of Origamido installed a permanent exhibit of butterfly origami and origami models along the serpentine wall.
- Jamie shared a staffing update: Circulation is down 5 positions but 4 people were hired and all will be on board this month. Circulation will be interviewing for the fifth position soon. Acquisitions was down to about half its normal staff but will be back to full staffing by the end of January. Info Services has offered its open part time position to a candidate who Jamie hopes will be able to start soon.
- Police were called on January 5 and a patron was trespassed for not complying with mask mandates and inappropriate behavior toward staff.
- Jamie and Marla will be meeting with MLP Director Don Newell and Board of Public Works member Ellen Korpi on January 12 regarding the possibility of becoming a climate resilience hub for the Town. Installation of solar panels on the Library roof and

a battery source in the Library (most likely the garage) are two aspects of the climate resilience hub under discussion, as is a programmatic element that Cara will be exploring.

- Jamie praised Cara for her amazing job with staff and public programs. Cara organized diversity training for staff during the renovation closure, complementing all-staff training that Quincy and Jamie had set up with Mitzi Sinnott last year.
- Jamie also mentioned that Cara has applied for the WFL to become a Human Library participant. The Human Library, headquartered in Denmark and with participants in 85 countries, offers diversity, equity and inclusion training for companies that wish to better incorporate social understanding within their workforce, as well as grow their cultural awareness for deeper partnerships with clients. The WFL application was chosen to move onto the next step in a rigorous selection process.
- Cara highlighted the upcoming programs she has been working. The following are a selection of these programs which will take place over the next few months:
  - Math Fundamentals for 5<sup>th</sup> and 6<sup>th</sup> graders (6-week program)
  - Jumpstart Your Future: Financial Workshops for Young Adults (January – April)
  - Legacy of Love Documentary screening with Filmmaker Roberto Mighty (1/13)
  - Black History Month Writing Contest (February)
  - Celebrate Chinese New Year (2/6)
  - The Extraordinary Story of the Tuskegee Airmen (2/10)
  - African American History in Massachusetts: Five Themes (2/17)
  - Adult Friday Morning Book Group (2/18)
  - Native Americans of New England: History, colonial Legacies and Survival (3/3)

#### **4. COVID Update**

The Library is following state and local government guidelines and the latest CDC and HR guidance has been emailed to staff. Although the Library has experienced staffing issues resulting from staff testing positive with Covid, it plans to stay open in low staffing situations, recognizing that may affect service conditions. Some staff protocols have been changed because of the risk of transmission. Large gatherings in the meeting rooms will be delayed but the WFL will be opening Rooms 102 and 204 to groups of six or fewer. Eating or drinking is still not allowed in the Library because of the mask mandate. Diane S. suggested that signage should be used if there is an impact to patrons. Marla expressed appreciation to the staff for their flexibility in handling the impacts of Covid.

#### **5. Trustee Schedule**

The updated Trustee Meeting Schedule was proposed. Jamie noted that any feedback as to what works or doesn't work for meeting dates/times will be welcomed. The Trustees will check to see if they have any conflicts with the proposed schedule.

#### **6. Policies**

- Art Exhibit Policy and Application: Cara presented the revised Art Exhibit Policy and application which the Trustees considered last month, and the Trustees had a brief discussion. Cara noted that display cases in the Children's area will be reserved for

exhibits of interest to children. There was a brief discussion on broadening the language in the policy to include use of the display cases for civic purposes or other collections, e.g., not necessarily for original artwork only. Currently, the month of May is reserved for Wellesley Public School art displays. The Trustees suggested that minor edits be sent directly to Cara and will review the exhibit policy again.

- Additional information was made to the Meeting Room Application to cover room setup, which had been inadvertently omitted from the policy approved last month. Ann H. moved (Ann R. seconded) to approve the Meeting Room Advance Reservation Form. The Trustees, polled individually, unanimously approved the motion.
- A draft of the Program Collaboration Policy was presented. Many libraries have these policies, which are intended to promote clear communication of roles and responsibilities when working with the WFL. The Trustee consensus was that the proposed policy has good general guidelines. Jamie will incorporate additional thoughts and asked for Trustee comments to be emailed directly to her. The policy will be brought back to the Trustees.

## **7. Sculpture Update**

Ann H. updated the Trustees on the sculpture project. The Trustees reached consensus to ask Nancy Schön to complete her obligations to the original funder of the project's "concept stage" by casting the current wax model in bronze. The Trustees did not ask for any changes to the model and wished to emphasize that this concludes all obligations to the project on everyone's part. The Trustees agreed that Nancy's plan to allow the Trustees to have use of the maquette to allow potential donors to view it but then return the maquette to Nancy if there was not sufficient interest to move the project forward, was reasonable. Ann H. will communicate the Trustee consensus to Nancy in her next email. Although the Trustees are not considering funding the project themselves, they have informed the Foundation about the status of the project and would support a decision by the WFLF and/or other donor(s) to raise funds for the statue. The Trustees made it clear that they would not be asking the WFLF to fundraise for the project but were only bringing it to them as a potential opportunity.

## **8. Signage Request for Funds**

Jamie described the additional signage required to complete the renovation. She received a quote for the fabrication and installation of that signage which comes to \$4,510. In addition, there will be a small amount of design time required for Roll Barresi.

Diane S. moved (Marla seconded) to approve an allocation up to \$5,000 from State Aid to complete the signage portion of the renovation project. The Trustees, polled individually, unanimously approved the motion.

## **9. Meeting Room Request**

A patron requested usage of the Second Floor Meeting Room for a group of six people for three days. This request was submitted for approval to the Trustees since it is an exception to the Meeting Room Policy which allows groups to use the meeting rooms one

day per month. Library staff will make sure the requestor is aware that masks must be worn at all times while in the room.

Diane S. moved (Ann H. seconded) to approve the Meeting Room Request. The Trustees, polled individually, unanimously approved the motion.

**10. WCLS Donation Proposal**

The Wellesley Chinese Language School (WCLS) provided a donation proposal for the purchase of additional AAPI books and materials for the Library. The Trustees expressed their gratefulness that the Chinese School wanted to make such a generous gift to the WFL and to Linshi, who liaised with the WCLS, for her help in bringing this proposal to fruition. The Library will work with the Chinese School as selectors choose the materials and fulfill the expectations of the gift.

Diane S. moved (Marla seconded) to accept the Wellesley Chinese Language School gift of \$5,000 to be placed in the Director’s Fund for purchase of AAPI books and materials. The Trustees, polled individually, unanimously approved the motion.

**11. New Business**

The subject of how to manage donor expectations was briefly discussed. How does the WFL collect, purchase, and store donations or decide on donation locations? Linshi suggested creating a brochure to help explain how to bring a donation forward in less formal language than the policy uses. The Gift Acceptance Policy may also be revisited.

**ADJOURNMENT**

Ann R. moved (Diane S. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 9:15 PM. The next regular meeting is in February TBD.

Respectfully submitted,

\_\_\_\_\_  
Ann Rappaport, Secretary, WFL Board of Trustees

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

**LIST of DOCUMENTS**

- 1: Minutes of December 6, 2021 Meeting Draft
- 2: Covid Update
- 3: Trustee Schedule
- 4: Art Exhibit Draft

- 5: Art Exhibit Application Draft
- 6: Meeting Room Application Form
- 7: Program Collaboration Draft
- 8: Meeting Room Request
- 9: WCLS Donation Proposal

*JOD 01/12/2022, AWR 1/13/2022, Approved 2/?/2022*