

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Monday, January 11, 2021
10:00 A.M.
Online Remote Meeting**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Maura Murphy, Diane Savage, Ann Rappaport, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Carol Richards, IT Director.

Also Present: Corinne Monahan, Advisory Liaison; Kara Reinhardt Block, Wellesley Free Library Foundation; Barbara Marx, Friends of the Wellesley Free Libraries.

CALL TO ORDER

Meeting called to order at 10:02 A.M.

CITIZEN COMMENT

None

ITEMS

1. Minutes

- Ann H. moved (Ann R. seconded) to approve the minutes of December 7, 2020. The Trustees, polled individually, unanimously approved the minutes as presented.

2. Director's Report

- A number of public libraries surrounding Wellesley, including Brookline, Needham, Sudbury, Concord, Lexington, Cambridge, Lincoln and Natick, have closed because of the uptick in COVID cases in Massachusetts. The WFL staff is proud of its diligence in following CDC and public health protocols and believes it can continue to remain open on a limited basis while maintaining the safety of both staff and patrons.
- Jamie praised the Friends of the Wellesley Free Libraries, who continue to offer the invaluable 'Operation Friends' delivery service to at-risk patrons.
- The adult American Sign Language program received a huge positive response with over 100 patrons participating. The WFL will offer this four-part course again in April.
- The Wellesley Human Resources Department is sponsoring a training session for supervisors to help them manage stress.
- The Administrative Assistant position is currently vacant and a part-time interim substitute will assist until a replacement is hired.
- The request for WFL Foundation funding to create a mural in the Children's Room during the renovation was discussed.

- Ann-Mara and Jamie are attending a Historical Commission meeting with Joe Murray from FMD to review the AC unit location on the exterior of the Hills Branch building. Following this meeting, Joe will attend the Design Review Board. The town plans to complete the project by April.

3. Friends and Foundation Update

- The Friends of the Wellesley Free Libraries:
 - The Friends are seven months into their fiscal year and have 23 new members, five of which are new lifetime members, and one new board member.
 - ‘Operation Friends’ delivered materials to 17 patrons during December and received positive and appreciative responses. The Trustees thanked the Friends for providing this service as it strongly supports the Library’s mission.
 - The Wellesley Service League is working with the Friends to assist with sorting donations and maintain the on-going book sale. One book dealer who volunteers with the Friends was able to earn \$2,000 for them through Amazon sales.
 - The Friends Board will meet this week to begin planning for the Main Library’s closure in April.
- The Wellesley Free Library Foundation:
 - The Foundation is very busy finalizing the year-end appeal and processing donations.
 - They plan to continue collaboratively working with the Trustees to find candidates for the open seats on their board.

4. Advisory Prep

On Wednesday, January 13, Jamie and the Trustees will present the Library’s operating budget to the Advisory Board. Corinne shared Advisory’s request for budgetary adjustments made thus far in the fiscal year, including any major Covid-related changes to the budget.

5. Renovation Update

- Timeline
 - a. Jamie continues to attend weekly construction meetings and is attending a design meeting on January 13.
 - b. An internal group of staff began developing a detailed timeline to prepare for the opening of the Branches, closure of the Main Library, and the moving of staff to a temporary location:
 - i. April 12: The Branches open with modified hours.
 - ii. April 20: The Branches open full time.
 - iii. April 22 or 23: The Main Library closes to the public.
 - iv. April 26: Library movers arrive at the Main Library.
- Wayfinding
 - a. Jamie, Ann H., Steve Gagosian, and Cara are working to find a design company to help develop new, integrated and updated wayfinding signage to complement the interior renovation.

- b. The design is to be finalized in May and fabrication will be completed from May through August.

6. Chair & Committee Reports

- Ann-Mara reported the successful installation of the fence at the Fells Branch between the garden and the parking lot. Also, two posts were installed for the forthcoming garden sign.
- Ann-Mara, Jamie and Joe Murray are working with the Historical Commission and Cricket Vlass, in the Park & Tree Division, to determine placement of the outdoor AC units and shrubbery at the Hills Branch.
- Marla and Jamie attended the Planning Board Meeting regarding the Hunnewell School project. A fence between the Main Library and the School is included in the project to ensure the children’s safety.

MOTION TO ENTER EXECUTIVE SESSION

Ann R. moved (Diane seconded) to enter into executive session for the purpose of discussing the leasing of real property, with the intention of returning to open session at the close of the discussion only for the purpose of adjournment. The Trustees, polled individually, unanimously approved the motion.

ADJOURNMENT

Ann H. moved (Ann R. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 12:08 PM. The next regular meeting is February 8, 2021.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

1. Minutes
2. Directors Report
3. Wellesley Free Library Foundation Request For capital Funding
4. Hills Branch Air Conditioning System
5. Advisory Board Budget Presentation – PowerPoint Slides
6. Fells Branch Fence
7. Confidential: Executive Session

CMR 1/11/2021, AWR 1/13/2021, Approved 2/8/2021