

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Tuesday, January 13, 2026
7:15 PM
Arnold Room**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Diane Savage, Secretary; Maria Ashbrook; Aunoy Banerjee (remote); Jamie Jurgensen, Library Director; Michelle Techler, Assistant Library Director; Meghan Stagnone, Office Administrator; Keith Higgins, WFL Foundation President; Joseph McDonough, FMD Facilities Director; Dave Hickey, Town Engineer; Bernardo Niati, Project Manager; George Saraceno, Assistant Town Engineer; Cassie Bethoney, Weston & Sampson Consultant; Lin Ye, Weston & Sampson Consultant.

Absent: Maura Murphy.

CALL TO ORDER

Meeting Called to Order at 7:16 PM.

CITIZEN COMMENT

None.

ITEM

1. Minutes

Diane moved (Maria seconded) to approve the minutes of the Board of Trustees Meeting from December 3, 2025. The minutes were approved unanimously.

Diane moved (Maria seconded) to approve the minutes of the Board of Trustees at Advisory Meeting from December 17, 2025. The minutes were approved unanimously.

2. FMD Parking Lot Presentation

Dave Hickey of DPW introduced the proposal for renovating the Main Library's parking lot. The proposal includes milling and paving the parking lot, as well as installing new sidewalks, stairs, and front patio entrance.

The estimated cost of the parking lot project is \$766,000. Dave shared that they would present their parking lot presentation to the Design Review Board on Wednesday, January 21.

Dave estimated that the parking lot project will take 8 to 12 weeks to complete. They plan to begin construction in the summer of 2026. Dave recommended that due to the intensity of the milling and paving, the Library should consider closing for a couple of days during that process.

Dave stated that the phases of the parking lot project may temporarily reduce parking spots. During this time, Dave recommended that staff and patrons use the Library parking garage, Cameron lot and Washington Street parking spots.

3. Capital Planning Committee

The Select Board asked for the Trustees' comments on the Proposed Town-Wide Capital Planning Committee and Process. The Trustees discussed their ideas and concerns and will submit their summary to the Select Board.

4. Overview of Staffing, Programs, Projects, Buildings and Issues

Jamie provided an update regarding staffing, programs, projects, and building issues.

- Incident:
 - In December, a staff member, acting in accordance with the Library's existing policy, asked a trainer and service dog in training to leave the building. This action was later identified as a mistake.
 - Following the incident, the Library became aware that State law grants service animals in training with their trainers the right to enter the Library.
 - The Library is fully committed to compliance with State and Federal laws regarding access for service animals in training.
 - Staff members were made aware of the error and given updated procedural instructions that comply with both State and Federal Laws.
 - An updated Rules of Conduct policy is on tonight's agenda for the Trustees to approve. It complies with Federal and State Laws with respect to service animals. It does not allow patrons to bring other animals in the Library.
 - Jamie is working with Town Counsel to create a best practice guide to assist staff in determining whether a dog in the Library is a service animal.
 - Jamie thanked the owner and trainer of the service dog for making the Library aware of State law so that the Library can continue to be a welcoming and inclusive space for everyone.
- Building Updates:
 - FMD and the vendor ESI have been working on the first floor and garage LED light replacement project led by Allen Hebert. Jamie thanked ESI and FMD for their professionalism and flexibility when working while the Library is open to patrons.
- Budget:
 - Jamie shared that all departments may be asked to make cuts to their FY27 Capital budget in order to close the Town budget gap. More information regarding this will become available soon.
- Staff Kudos:
 - We received two kudos for our Librarians in the Children's Department regarding the excellence of their programs.
- Grants:
 - Meghan, Librarian in the Children's Department, received a \$1,000 grant from the Wellesley Cultural Council for the Teen volunteer and Middle School advisory groups.
- New Offerings:
 - Starting on January 13, Minuteman is launching a new service that offers 72-hour access to BostonGlobe.com for resident and academic

card holders. This is in addition to the WFL's existing access to the Boston Globe through ProQuest and PressReader.

- Minuteman now offers text message notifications to patrons' mobile phones or tablets regarding their accounts.
- Staff Monthly Motivation:
 - Once a month the staff has the opportunity to plan an event focused on team building and connection. The Information Services Department will lead a Bob Ross themed painting activity for the January Staff Monthly Motivation.
- Programs:
 - The program guide for January through April is now available. Jamie thanked Michelle, WFL staff, and the graphic designer for producing a great guide. WFL Staff are now working on programs for May through August to include in the guide.
 - Jamie highlighted the Winter Reading Challenge for kids that begins on January 17 and runs through March 21.

5. Friends and Foundation Update

Keith gave an update on behalf of the Foundation. The Foundation had their first meeting of the calendar year earlier in January during which they approved the Library's nomination of Jeff Prus as a director. The Foundation's end of the year appeal has been a success so far. The Gala planning is on track with tickets expected to go on sale sometime in February.

Jamie gave an update on behalf of Holly from the Friends. The Friends are getting ready for their second set of Donation Days ahead of their Spring Book Sale in early April. The Donation Days will be held on Sunday, February 8 from 1:00pm-4:00pm, and Monday, February 9, from 9:00am-11:00am in the Wakelin Room. The Friends have also begun planning for their 75th Anniversary in 2027. More information regarding their 75th Anniversary will be available at a future date.

6. Hills Exterior Sign

Jamie presented the Trustees with the proposal for a new Hills Branch exterior sign. The Trustees agreed on both the appearance, color, and wording of the sign.

7. Gift Acceptance

Jamie reported that the Library recently received a donation of \$100.00 from Elizabeth Bierbaum. Jamie asked that the Trustees accept the donation for deposit in the Director's Fund.

Diane moved (Ann seconded) to accept the \$100.00 gift from Elizabeth Bierbaum for deposit in the Director's Fund. The motion passed unanimously.

8. Meeting Room Policy

Diane presented a proposal for a revised §11 of Meeting Room Policy. The intent of the revision is to ensure that the primary purpose of events remains educational and non-commercial in nature. The proposal would establish a limited exception for authors who wish to sell copies of their books at Library sponsored or partnered programs. This

limited exception would support the engagement between such authors and patrons and is intended to provide access to relevant literature directly from authors.

Ann moved (Diane seconded) to accept the revised Meeting Room Reservation Form and Meeting Room Policy. The motion passed unanimously.

9. Rules of Conduct Policy

Jamie proposed a revised Rules of Conduct for the main as well as for the Branch libraries. These updates were made to ensure compliance with State law, specifically regarding the inclusion and accommodation of service animals in training. In addition to the content updates, Jamie changed the policy's title from "Rules of Conduct" to "Patron Rules of Conduct" to provide clearer guidance and specificity for library users.

Diane moved (Ann seconded) to approve the changes made to both the WFL Patron Rules of Conduct and WFL Patron Rules of Conduct for Branch Libraries to comply with State laws regarding service animals in training. The motion was passed unanimously.

10. Our Future Memory – Digital Rights Statement

Jamie recently shared a letter from Michael Menna, who is a collaborator with the Internet Archive. The letter discussed the "Our Future Memory" movement, an initiative focused on advocating for libraries, archives, and museums to have equivalent rights in the digital realm as they currently have in the physical world.

The primary objective of the "Our Future Memory" movement is to ensure that institutions such as libraries, archives, and museums are granted the same rights to access, preserve, and share materials digitally as they can with physical items.

Michael Menna reached out to Jamie in the hope of forming a grassroots coalition with the WFL, a strategy he is also pursuing with other libraries.

She requested that the Trustees consider allowing WFL to sign the official digital rights statement provided by the movement, endorsing the cause and supporting the effort to secure digital rights for libraries and similar institutions.

The Trustees discussed their potential interest in the movement and expressed interest in meeting Michael over Zoom to learn more about the project.

Ann moved (Maria seconded) to sign the statement on digital rights for protecting memory institutions online as a part of the Our Future Memory project. The motion included a request to arrange a meeting with Michael over Zoom to learn more about the movement. The motion passed unanimously.

EXECUTIVE SESSION

Marla moved (Ann seconded) to go into executive session to conduct a strategy session in preparation for negotiations with nonunion personnel, and not to reconvene in open session, but to adjourn the meeting at the conclusion of the executive session. The motion passed unanimously and the meeting went into executive session at 9:00 PM.

ADJOURNMENT

Respectfully submitted,

Diane Savage, Secretary, WFL Board of Trustees

Date: _____

LIST OF DOCUMENTS

- 1: Minutes of the December 3, 2025, Trustees Meeting
- 2: Minutes of the December 17, 2025, Trustees at Advisory Meeting
- 3: WFL Parking Lot Design Review Board Submittal
- 4: Town-Wide Capital Planning Committee Cover Memo
- 5: Draft of Town Wide Capital Planning Committee to all Boards for Comment
- 6: Hills Exterior Sign Proposal
- 7: WFL Meeting Room Policy Draft
- 8: WFL Meeting Room Reservation Form Draft
- 9: WFL Rules of Conduct Draft
- 10: WFL Rules of Conduct – Branches Draft
- 11: Our Future Memory Introduction
- 12: Statement on Digital Rights for Protecting Memory Institutions Online