

**Wellesley Free Library  
Board of Library Trustees  
Arnold Room  
Meeting Minutes  
Monday, February 4, 2019**

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

**Also present:** Barbara McMahon, WFL Foundation Board; Stewart Roberts, Johnson Roberts Associates.

**Absent:** None.

**CALL TO ORDER**

The meeting was called to order at 9:20 AM.

**CITIZEN COMMENT**

None.

**ITEMS**

**1. Approval of Minutes**

Diane moved (Ann R. seconded) to approve the minutes of January 7, 2019. The minutes were approved unanimously as amended, Ann H. and Ann-Mara voting present.

**2. Directors' Report**

Jamie reported on the following items:

- Emma attended the ALA Midwinter Conference and returned with great program and service ideas.
- Marisca Mozeleski (Reference Librarian) and Karina Gomez (Library Assistant) have been hired for full time positions. Three applicants have been offered on-call positions in the circulation department.
- The Legislative Breakfast was a successful event. Speakers included Cynthia Creem, Becca Rausch, Alice Peisch, Marla Robinson, Majorie Freiman and two eloquent library patrons, Mary Qin and Joel Montague in addition to representatives from MLS, MLN and MBLC.

**3. Pearl Der & Arne Christiansen – Circulation Department**

Pearl and Arne presented an overview of Circulation Department activities. They described how the AMH will enhance service to the public and increase opportunities for circulation staff to participate in outreach programs.

#### **4. AMH Update**

The Trustees discussed the importance of alerting the community to changes during the construction period. Start date for construction is pending.

As previously discussed by Trustees, the DPW can create a sidewalk leading to the book drop for patron access and pedestrian safety. Based on construction cost estimates, there are funds available to do this project.

Ann-Mara moved (Ann R. seconded) to approve \$21,390 from the AMH allocation for the DPW to construct a pedestrian sidewalk leading to the book drop, and to reconfigure the circle for improved access and pedestrian safety. The motion was approved unanimously.

#### **5. Town Meeting Prep**

- **Stewart Roberts – Architectural renderings for a reimagined Main Library**  
Stew discussed the various options for a media presentation about the renovation project. He described different concepts including a “walk- through” movie and virtual reality panoramas. There was consensus that presenting views must look very conceptual at this point to avoid appearing as definitive designs. Material will become more specific as design phase proceeds.

Ann Mara moved (Diane seconded) to approve up to \$3,500 from State Aid for the creation of a media presentation for the initial phase of the main library renovation project. The motion was approved unanimously.

- **Budget Update**  
It is possible that Town may not move forward with implementing Kronos time card automation this year. However, the library is keeping funds for the project in its budget with the intent to implement in the upcoming fiscal year. An updated quote is pending. The Recreation Department also plans to move forward with Kronos in the next fiscal year.

#### **6. Foundation Request Draft**

The Trustees reviewed a draft request to the WFL for funds from the Kellogg Fund for the following:

- Big Blue Blocks, giant building blocks for use in large indoor or outdoor spaces inspire children ages 2 and older to design their own inventions, environments and

activities. The blue blocks are made of waterproof foam and are resistant to mold, mildew, corrosion and microorganisms. They will be ideal for special programs and outreach. \$9,700

- Marketing Communications Consultant – purpose to review current marketing efforts, suggesting changes that will help reach more patrons and improve staff efficiency when creating future communications, and help with marketing outreach on the upcoming renovation project. The 5-year strategic plan calls for the WFL to effectively communicate with the community and educate patrons about Library services and offerings - \$25,000.

Maura moved (Ann H. seconded) to approve the Kellogg Fund request to the WFL Foundation as presented: a set of Big Blue Blocks for \$9,700.00, and professional marketing consultation for \$25,000.00. The motion was approved unanimously.

## **7. Fells Garden: Grants and CPC Funds**

Ann-Mara reported on the progress of the Fells Branch garden project. Meetings have been held with potential partners at DPW and NRC. The Town's Engineer can prepare the site survey this spring. The garden can serve as a location for the NRC's children's educational programs as well as library programs. The garden will also be part of the Town's pollinator corridor. There will be a presentation to the CPC on Feb 13 that proposes using CPA funds for the first phase of the project. Marisa is researching grants and identifying funding partners for phase two.

Diane moved (Ann-Mara seconded) to approve \$600 from State Aid for a site survey at Fells performed by the Town of Wellesley's Engineer. The motion was approved unanimously.

Maura moved (Ann R. seconded) to approve the request to the CPC for \$30,000 in CPA funds for Phase One of the Fells Children's Garden. The motion was approved unanimously.

## **8. Friends**

- a. FY20 Request Draft

The Trustees reviewed a draft of the Request to the Friends for FY20.

- b. Signs for Book Sale

The Friends have requested permission to put signs advertising the book sales at each branch library for one week prior to each sale during the year. There was consensus to approve these. After brief discussion, there was consensus that going forward, the Library's supporting organizations need only ask Jamie for this type of approval.

## **9. Social Media policy Draft**

The Trustees reviewed a draft of the Social Media Policy.

Ann R. moved (Ann H. seconded) to approve the WFL Social Media Policy as presented. The motion was approved unanimously.

**10. SBC Committee Update**

The Trustees appreciate that the SBC has been keeping the Library “in the loop” as the Hunnewell School discussions continue. Areas of under discussion for the SBC include the oak tree, swing space, and parking options. Adding a parking deck on the Cameron street lot would increase the number of parking spots from 260 to approximately 417. The SBC will present a progress report to Annual TM.

**ADJOURNMENT**

Ann R. moved (Diane seconded) to adjourn at 12:10 PM. The motion was approved unanimously.

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

**LIST of DOCUMENTS**

1. Minutes of January 7, 2019
2. Architectural Renderings for reimagined Main library
3. Budget Update
4. Kellogg Request
5. FY20 Friends Request Draft
6. Social Media Policy Draft
7. SBC Committee Update

DD 2-13-2019, AH 2-19-2019