

Wellesley Free Library
Board of Library Trustees
Meeting Minutes
Arnold Room
Wednesday February 28, 2018

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

Also present: Betsy Roberti, Advisory Liaison; Tom Ulfelder, Board of Selectmen Liaison.

CALL TO ORDER

The meeting was called to order at 3:05 P.M.

CITIZEN COMMENT

None

ITEMS

1. Approval of minutes

The minutes were approved as amended. Marla voted present, everyone else voted in favor.

2. Article Motion Review

Draft motion language for Articles on the 2018 ATM Warrant need to be submitted by Friday March 2. The Board reviewed draft language which Ann R. had written for Trustee/Library motions, Articles 19 & 20.

Article 19: There is no dollar amount included as yet. This will be needed prior to a vote. PBC is working on getting us a number which will be inserted as soon as it is available.

Article 20 has an amount (\$350,000), which includes both purchase and installation of the AMH. The money will go jointly to the Trustees and FMD. The library will purchase the actual machine and FMD will do the construction.

The Board thanked Ann for her work. She will refresh the document and send it to the Trustees and the Town. The motions also need to go to Advisory.

3. Advisory Book

The Advisory book will go to print on March 15 and will have article write-up for both of Articles as well as on the WFL budget in Article 8. Betsy Roberti is working on all three and asked that comments be sent back to her by Friday, March 9th.

4. PBC Update

At the design committee's first meeting with PBC (Feb. 8) , that group reviewed the project to determine if the information was complete enough for them to develop a reasonably accurate number for the design cost. After discussion, PBC board agreed (with one dissension) that they would be willing to review the feasibility study with a view toward providing a design cost estimate.

The design committee along with the architect met again with the PBC on Feb. 15. At that meeting, the PBC members were generally very supportive of the project. Their primary concern involved our timeline stretching out over two years. It was suggested that the cost might be considerably more than currently estimated and that it could potentially be difficult to gain interest from contractors for such a small, but long project. It was then suggested that we consider closing the library over an extended period (e.g. 12-14 weeks) and do the project all at one time.

They proposed the following:

1. Revise the timeline

Have the lead architect, Stewart Roberts look at the feasibility study estimates and consider whether they were high enough to cover costs of extended time and also do estimate for doing the project all at once.

The design committee's next meeting with the PBC is on March 8th.

4. Renovation Discussion

Trustees reviewed the revised estimates submitted by Stewart Roberts, architect on Feb. 27, 2018. Discussion followed on the timeline question - - long phased, short phased or "summer slammer" (single phase over a summer). Trustee consensus was that the single phase was the best course of action, even though it would mean closing the Main library for several months. The potential cost savings as well as greater ease of doing the project without trying to accommodate operations during construction made good sense. There were preliminary suggestions on ways to work around having the library closed including greater use of the Hills and Fells branches; leaving the Wakelin room open when the library is closed and continue to circulate materials and do programs; additional outreach efforts could be done similar to the effort at Morses' Pond last summer; partnering with other departments in town . The construction crew could use the parking garage, while the parking lot remains unobstructed. Closing for construction would be a good opportunity to educate people what they can do via our website and how to use digital resources when the library is closed.

Jamie was asked to advise PBC that the Trustees were in favor of the single phase option.

When Jamie mentioned a single phase / closing the library at a presentation on the project for patrons earlier that day, the main questions were about whether the library will stay open when renovations are going on, what the staff would do and how long the closure might last. The public was very excited about a possible renovation.

Trustees thanked Jamie for a great presentation.

Tom Ulfelder, the Board of Selectmen's liaison to the Library indicated that his Board would be voting on the renovation at either their March 12 or 19th meeting as part of capital projects coming to Town Meeting. He suggested that Jamie let Blythe know that Trustees have a meeting scheduled for the 12th and ask that the renovation project be set for the 19th if at all possible. Jamie will do so.

5. Architect Fee (vote)

The Trustees asked the lead architect to do additional work and to attend two PBC meetings. Ann-Mara moved that the Trustees allocate \$3,000 from State Aid in addition to the \$1,000 already voted to pay Steward Roberts for or design fees and meeting attendance.

Ann R. seconded. Motion passed.

6. New Business

The Unified Planning Committee was disbanded at their meeting on Feb 27th. Ann-Mara, Trustee representative to that committee is very concerned that the plan will not be as successful as everyone hopes. There is no real champion to move the plan forward and no ownership to make sure elements are implemented. There are serious deficiencies in the plan particularly as it pertains to strategic planning.

The criteria needed to complete a strategic plan are not part of the Unified plan.

An executive summary of the unified plan will be in the Advisory Book.

Tom Ulfelder, the Board of Selectmen's liaison to the Library, said that his Board has not yet discussed the final draft of the Unified Plan.

7. Topics Not Reasonably Anticipated

- Next Trustees meeting will be on March 12 at 7:15 pm. Town Meeting will begin on March 26th at 7 pm.
- Jamie spoke about the recent tragic events at the Winchester Public Library. She has already sent an email to the staff to remind them to always call the police if they see anything that is concerning. She will forward a copy of her email to the Trustees. The Board asked Jamie to send a note to Winchester from the Trustees expressing our thoughts for Winchester.
- Jamie indicated that the library staff works closely with the Wellesley Police Dept. and the Board of Health social worker. She has arranged to have the staff participate in

another active shooter training done by the WPD as well as to have Lenny Izzo from the Board of Health do another mental health training with them.

ADJOURNMENT

Diane S. moved, Ann H. seconded to adjourn at 4:30 P.M. The motion was approved unanimously.

Respectfully submitted,

Ann-Mara Lanza, Secretary, WFL Board of Trustees

Date: _____

Iki 2/28/2018