

**Wellesley Free Library  
Board of Trustees  
Meeting Minutes  
Tuesday, March 22, 2022  
7:00 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; Amiee Munro, Foundation; Jeannette DiBiase, Library Administrator

**CALL TO ORDER**

Meeting called to order at 7:01 PM by Ann H. as Marla is not yet sworn in as Trustee after the election.

**CITIZEN SPEAK**

None

**ITEMS**

**1. Minutes**

- Ann R. moved (Diane S. seconded) to approve the minutes of January 10, 2022. The Trustees, polled individually, unanimously approved the minutes.
- Ann R. moved (Diane S. seconded) to approve the minutes of February 15, 2022. The Trustees, polled individually, unanimously approved the minutes.

**2. Director's Report**

- Jamie shared a staffing update. Circulation is down one part-time Library Assistant and Info Services is also down one part-time Librarian. A temporary part-time Department Assistant has been hired to help with Meeting and Conference Room maintenance.
- Banning books has been on the uptick around the country. LGBTQ+ and anti-racism books have been the targets of many of these challenges. The Wellesley High School has recently received a request to reconsider the graphic novel *Gender Queer*. Jamie, Cara, and Axel Thompson (Library IT) are on the WHS Reconsideration Committee to review the novel and make a recommendation to the School Committee about whether it should remain in the WHS Library collection. Jamie will keep the Trustees posted as to the outcome. WFL has a collection plan that is updated every five years by a task force of librarians and then brought to the Trustees. The most recent plan is from 2017 so the goal is to have an updated version in the fall of 2022.

- The Fells Garden Opening Party will take place on Saturday, October 1, 2022. There will be a public program during the day which will be planned by Cara and Emma Weiler (Children's). In the evening, there will be a Foundation donor event planned by Pamela Peak, the WFLF Development Director.
- Cara was contacted by the Wellesley Hills Congregational Church and asked that the library provide outreach for a racial justice book talk. Emma Weiler (Children's) and Jackie Linsky (Info Services) presented their top picks and took questions. Cara received a very nice note thanking her for the Library's help which said the books were just what they needed.
- Cara gave an update on some highlights of the SXSW Conference she attended this month and noted the particular sessions she considered the most interesting and helpful.
- The WFL has been approved as a Human Library event organizer. The next steps include a staff orientation and the recruitment and training of volunteers to become human "books" for our library. A fall event is planned.
- Cara coordinated three in-person tours of the new library renovation with the Council on Aging. Because these tours were very popular, additional tours have been scheduled for National Library Week. From April 4 – 9, the WFL will offer a daily tour for up to six people at a time. The April 8<sup>th</sup> tour will include a Chinese interpreter.

### **3. Friends Update**

- Marathon Giving Day (March 16) sponsored by the Boston Athletic Association was very successful for the Friends. Their runner, Alison McCarthy, has already exceeded her goal of \$5,000. The Friends will be cheering her on at the Library on Marathon Monday. Anyone wishing to join them is welcome.
- The Friends will be hosting its upcoming book sale from Thursday, April 28<sup>th</sup> to Sunday, May 1<sup>st</sup>. Dealers will be welcome to the Member Preview Night but will **not** be allowed to use scanners which can be disruptive to patrons. On the Monday following the sale, a handful of non-profits will be invited to take whatever they can use instead of the previous practice of discarding and/or recycling all the leftover books.
- The Friends Bookshop sales are steady, and donations have increased. During the pandemic, the Friends developed lucrative partnerships with dealers who sell books online and are willing to split the proceeds 50/50.
- The Trustees thanked Cara for supporting the Friends with all their endeavors.

### **4. Foundation Update**

- Amiee Munro from the Foundation gave a brief update on the upcoming sold-out Foundation Gala taking place on April 7<sup>th</sup>. Guest speakers will be Lisa Hughes of WBZ and Chef Jeremy Sewall, author of *The Row 34 Cookbook*.
- Amiee also mentioned that the WFLF is seeking to nominate a new Treasurer and is looking for potential Foundation members with strong accounting skills.
- The Foundation made another payment from the Capital Campaign to the Town of

Wellesley for the library renovation, bringing their funding to date to \$500,000 of the \$600,000 committed at the 2020 Special Town Meeting.

- Amiee described how Foundation members used the new Meeting Room on the 1<sup>st</sup> Floor off the Commons Area to work on their table centerpieces for the gala (decoupage shells) and how much they enjoyed seeing the new spaces in the library being used by patrons.
- Ann H. complimented the Foundation for all their work on the Capital Campaign and for meeting their commitment to the renovation in such a timely manner.

## **5. Friends Request**

- A draft of the Friends of the Wellesley Free Libraries Annual Request for Funding FY23 was presented. There were two small errors. The “Total Staff Support” total should have been \$8,630 and not \$6,600. The ALA conference reimbursement rate per attendee should have been \$1,600 and not \$1,700. Neither of these changes affected the total request of \$42,000.
- Diane S. moved (Ann R. seconded) to approve the \$42,000 Friends request for funding FY23 as amended. The Trustees, polled individually, unanimously approved the motion.

## **6. Sculpture Project**

Ann H. updated the Trustees on the Nancy Schön sculpture project. Trustees have reached out to selected individuals identified as potential funders of the project but with little success. They have also discussed the project with both the Foundation and Friends and neither organization wants to take it on at this time. The maquette is being kept in Jamie’s office for anyone interested in seeing what the sculpture would look like. Ann asked that everyone stay tuned for updates.

## **7. Policies**

- The Art Exhibit Policy was brought to the Trustees for a second time with a few minor revisions. All past Trustee recommendations were incorporated into the revised policy, and a new section was added to apply to exhibits in the Children’s Room display cases. An Exhibit Application for Children’s Exhibit Space, created by Emma Weiler, was also presented. The Children’s Room display area will be a space for children to exhibit their work, with each exhibit remaining in the display area for one month. Up to three exhibits can be included in the display area at the same time, depending on their sizes. Emma is designated to review the Children’s Exhibit Space applications and will put together a display of her own memorabilia as an example of what the displays could be like. The Trustees were very appreciative of Emma’s work on this new fun initiative for kids.
- Diane S. moved (Ann R. seconded) to approve the Art Exhibit Policy and the Exhibit Application for Children’s Exhibit Space as presented. The Trustees, polled individually, unanimously approved the motion.

- The Program Collaboration Policy was presented with revisions which were recommended from the past Trustee meeting and one minor additional change was suggested.
- Diane S. moved (Ann R. seconded) to approve the Program Collaboration Policy as amended. The Trustees, polled individually, unanimously approved the motion.

## **8. Staff Training**

- Staff Training, focusing on team building and communication, has been scheduled for Friday, March 25<sup>th</sup>. The Main Library, Fells, and Hills will be closed on Friday from 9:00 AM to 2:00 PM for the staff to attend the training sessions. Knucklebones has been hired to coordinate the team building activities and Jamie invited the Trustees to attend. On the day of training, the Library would like to provide a buffet breakfast for the library staff. Jamie requested funds of \$315 from the Director's Fund to help pay for the breakfast.
- Diane S. moved (Ann R. seconded) to approve the allocation of \$315 from the Director's Fund to pay for the staff buffet breakfast.

## **9. Covid Update**

- The Library staff has requested that all staff wear masks until the end of March. At this time, the staff will be asked whether they would like to continue with this mask mandate.
- The Meeting Rooms 102 and 204 can now be utilized at full capacity, which is 12 people. After May 3<sup>rd</sup>, the Wakelin room will be opened up to groups of 25 maximum.
- The Arnold Room will be undergoing a "refresh" including the removal of wallpaper, new painting, and technology upgrades overseen by Carol Richards. Adtech will outfit the Arnold Room with a touch screen. Jamie is hopeful that the Arnold Room will be ready for patron use by the end of April.
- Information Services will begin to use Jackie's Room for technology classes. The online classes are more accessible for some patrons so the library will stick with a hybrid model for the tech classes for now.
- The Children's area will start to hold outdoor story time at the Main Library as the weather improves. The Children's area will also continue some virtual programming as it has been very successful.

## **10. Gift Acceptance**

Ann R. moved (Diane S. seconded) to accept an \$800 donation to the Art Fund from Jae Roosevelt, a Wellesley resident and artist. The Trustees expressed their gratitude to Ms. Roosevelt for her generous donation. The Trustees, polled individually, unanimously approved the motion.

## **11. Town Meeting Update**

Ann-Marie Lanza gave a brief overview on the upcoming March 28<sup>th</sup> Town Meeting schedule. There will be a Town Meeting Prep Session by the League of Women Voters on

Thursday, March 24<sup>th</sup>. Ann Howley will make the Library's FY23 budget presentation for Article 8 at Annual Town Meeting.

**12. New Business**

The Wellesley Parade will be taking place on May 21<sup>st</sup> starting at 1:00 PM with the theme "The 90<sup>th</sup> Anniversary of the Purple Heart". It is still to be determined who will be representing the Library in the parade, but it will be a voluntary effort. Ann H. will send Cara information to forward to the Friends to see if they would like to be represented in the parade. If there are funds needed to participate in the parade, the request will be made at the upcoming April Trustee meeting.

**ADJOURNMENT**

Ann R. moved (Diane S. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 8:15 PM. The next regular meeting will be scheduled for April 12<sup>th</sup> at 6:00PM.

Respectfully submitted,

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

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

**LIST of DOCUMENTS**

- 1: Minutes of January 10th Meeting Draft
- 2: Minutes of February 15<sup>th</sup> Meeting Draft
- 3: Note from Alex Ho's 10% of the Proceeds from his sales
- 4: Memo from Marla on Program Collaboration
- 5: Patron Appreciation Note
- 6: Friends Request Draft
- 7: Exhibit Policy Draft
- 8: Application for Exhibit Space Draft
- 9: Application for Children's Exhibit Space Draft
- 10: Program Collaboration Policy Draft
- 11: Gift Acceptance

*JOD 03/24/2022, AWR 3/25 /2022, Approved 4/12/2022*