

**Wellesley Free Library  
Board of Trustees  
Meeting Minutes  
Monday, April 5, 2021  
11:00 AM  
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:** Pam Peake, Kara Reinhardt Block, Wellesley Free Library Foundation; Andrew Barresi, Sandra Liu, Roll Barresi & Associates.

**CALL TO ORDER**

Meeting called to order at 11:02 A.M.

**CITIZEN COMMENT**

None

**ITEMS**

**1. Minutes**

- Diane moved (Ann H. seconded) to approve the minutes of March 8, 2021.  
The Trustees, polled individually, unanimously approved the minutes as presented.

**2. Director's Report**

- The Friends of the Wellesley Free Libraries hosted a successful outdoor book sale. Patrons were thrilled and the Friends are very appreciative of the custodial staff's assistance.
- April 4 through April 10 is National Library Week. April 6, National Library Workers' Day, is a time for library staff, users, administrators, Trustees and Friends groups to recognize the valuable contributions made by all library workers. The American Library Association is celebrating by hosting "A National Library Week Conversation" with Dan Rather on April 8.
- The library's virtual programs continue including story times, adult technology classes, an American Sign Language course, and Libby training provided by Overdrive experts.
- The library is part of Wellesley's new Civil Discourse Initiative. Cara Rothman is participating in the training as a library representative and Je'Lesia Jones, who works in Circulation, is participating as a resident.

### **3. Naming Agreements**

- Jamie, Marla, Kara Reinhardt Block and Pam Peake were thrilled to recognize two new donor naming agreements.
- Ann R. moved (Ann H. seconded) to approve the naming agreement between Ann-Mara Lanza and John Lanza and the Wellesley Free Library to provide funds for the Children's Garden at the Fells. The Trustees, polled individually, unanimously approved the motion.
- Ann R. moved (Ann H. seconded) to approve the naming agreement between an anonymous donor and the Wellesley Free Library to provide funds for the Children's Garden at the Fells. The Trustees, polled individually, unanimously approved the motion.

### **4. Gift Acceptance**

- One memorial donation, in honor of Carol Gleason, long time Trustee and library advocate, was given to the library.
- Diane moved (Ann R. seconded) to approve the acceptance of the \$40 donation to be deposited into the Director's Fund. The Trustees, polled individually, unanimously approved the motion.

### **5. Trustee Organization**

- Ann R. volunteered to take on the role of Secretary for the Trustees.
- Diane moved (Ann H. seconded) to appoint Ann Rappaport as the Board of Library Trustees Secretary. The Trustees, polled individually, unanimously approved the motion.

### **6. Roll Barresi Wayfinding Presentation**

- Andrew Barresi and Sandra Liu from Roll Barresi presented their Wayfinding and Signage Program which will be integrated into the library renovation project. Their design is simple and elegant and will complement the existing donor plaques which will be reused.
- The Board offered feedback on some of the design features as well as a few comments about sign placement in the library. Jamie and the Trustee Wayfinding Group have been very pleased with the working relationship they have developed with Roll Barresi and the degree of initiative and responsiveness Roll Barresi has shown to this project.
- The signage project will be made possible through funding from the library's operating budget, the renovation appropriation, and State Aid. New donor signs will be purchased by the WFLF.
- Ann H. moved (Ann R. seconded) to approve the use of up to \$20,000 of State Aid funds for the wayfinding project. The Trustees, polled individually, unanimously approved the motion.

**7. Trustee Search**

- The Trustees publicly announced that a vacancy on the Board is available and invited interested residents to apply. A dozen residents have applied and eleven answered a set of follow-up questions emailed to all applicants. Maura, Ann R., and Marla will be interviewing some of these candidates and expect to invite two or three to a special Trustee meeting on April 15 to interview with the full Board, at which time the Board will make a final selection. Marla will contact the Select Board to convene a joint meeting of the Trustees and Select Board to approve the new Trustee.

**8. Director’s Job Description Update**

- Marla is working with the Human Resources Director to adjust the Library Director’s current job description to be more accurate and comprehensive.
- Ann H. moved (Maura seconded) to approve the Library Director Job Description. The Trustees, polled individually, unanimously approved the motion.

**9. FY22 Branch Budget**

- Ann R. moved (Diane seconded) to approve the FY22 Branch Budget total of \$37,750. The Trustees, polled individually, unanimously approved the motion.

**10. FY22 Foundation Request**

- Diane moved (Ann H. seconded) to approve the FY22 Foundation Request total of \$91,750. The Trustees, polled individually, unanimously approved the motion.

**ADJOURNMENT**

Ann-Mara moved (Ann H. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 1:53 P.M. The next special meeting is April 15, 2021. The next regular meeting is May 3, 2021.

Respectfully submitted,

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

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

**LIST of DOCUMENTS**

1. Minutes
2. Naming Agreement 1
3. Naming Agreement 2
4. Wayfinding Presentation
5. Director’s Job Description

6. FY22 Branch Budget
7. FY22 Foundation Request
8. Renovation Update: Branch Hours

*CMR 4/5/2021, AWR 4/6/2021, Approved 5/3/2021.*