

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Monday May 8, 2023
7:15 PM
Arnold Room**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Maura Murphy, Diane Savage, Linshi Li; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Jeannette DiBiase, Office Administrator; Keith Higgins, WFL Foundation President

CALL TO ORDER

Meeting called to order at 7:15 PM

CITIZEN COMMENT

None

ITEM

1. Minutes

Ann H. moved (Diane S. seconded) to approve the minutes of April 13, 2023, as amended. The minutes were approved unanimously.

2. Director's Report

- Jamie reported that the second payment from State Aid of \$33,509.22 has been received for a total in FY23 of \$66,943.57.
- On May 3, Wellesley Middle School Grade 8 spent the morning assisting FMD with jobs around the library for Community Day. Their help was appreciated as noted by Mike Groh, the WFL Facilities Supervisor at the Library.
- FMD is coordinating the replacement of the fire alarm panel at the Library with the Wellesley Fire Department. The panel will be replaced in September.
- The Library outreach table at the Health and Wellness Staff Fair was well received. Many thanks to Jennifer Rixon and Rachael Hobson for representing the Library at this event.
- Lisa Keen from Acquisitions & Cataloging was on NPR WBUR radio last week. NPR did a segment on the importance of community newspapers with a focus on how vital they are to marginalized groups.
- The Library has been working on many programs this month including supporting the Foundation's "Books in Bloom" event on May 12 and Wellesley's Wonderful Weekend on May 20-21.

3. Foundation and Friends Update

Jamie reported that the Friends' spring book sale was a smashing success, breaking all sales records since 2014. The Sunday bag sale was tremendous. The following Monday was Charity Day and community partners were thrilled with the books that were left. Mike Groh, Jose Perez and Scott Tripp were especially appreciated for providing amazing support and assistance with a smile. Barbara Marx also sent a note of thanks to the community that appeared in the *Swellesley Report* on Friday. The Friend's Boston Marathon charity runner, Cathy Bueker, raised \$7,600 for the Friends, 50% over the \$5,000 required. The Friends' annual meeting is June 14 which ends Barbara's term as president and her 6-year tenure on the board. The new Friend's officers will be Shannon Smith, President; Lauren Dunleavy, Vice President; Jan Beaven, Treasurer; and Lucy Kapples, Secretary.

Keith Higgins gave an update on the Foundation's "Books In Bloom" event which will take place Friday, May 12. To date, 374 tickets have been sold in addition to many sponsorships. Keith also announced that Kevin McDonald, the Foundation's Treasurer, has agreed to serve on the Foundation's Investment Committee.

4. Additional Sunday Hours

Jamie requested permission to keep the Library open Sunday, June 18 and 25 because sufficient funds are available in the Library's FY23 operating budget.

Ann R. moved (Ann H. seconded) to approve the request for funding additional Sunday hours. The motion was approved unanimously.

5. Branch Budget

Jamie presented the Private Portion of the Branch Budget for Hills and Fells, which has been decreasing every year as the Library moves branch expenses to its operating budget.

Ann R. moved (Diane S. seconded) to approve the Private Portion of the Branch Budget of \$27,550 for FY24. The motion was approved unanimously.

6. Sculpture Signage Request

Roll Barresi & Associates who provided interior sign design for the Main Library renovation will design signage for the "Reach for Knowledge" sculpture by Nancy Schön.

Ann R. moved (Diane S. seconded) to approve the request for funds up to \$6,000 from State Aid to pay for the sculpture design and oversight but does not include fabrication. The motion was approved unanimously.

7. Foundation Annual Request

The revised Wellesley Free Library Trustees' Annual Request to the Wellesley Free Library Foundation was presented and discussed.

Ann R. moved (Ann H. seconded) to approve the Trustees' Annual Request of \$94,000 to the Foundation, as in the written Annual Request. The motion was approved unanimously.

8. Foundation Nominees

Ann H. shared a potential candidate for a Library appointment to the Foundation Board who has experience in marketing. Diane S. and Ann H. will be meeting with her. The board is still looking for two additional people. The Trustees would like to approve nominees at the June 14 meeting.

9. Gift Acceptance

Ann R. moved (Ann H. seconded) to accept a gift of \$413 from Tracy Jiang to the Director's Fund in honor of Tracy's birthday. The Trustees expressed their gratitude for the generous gift and a thank you letter will be sent. The motion was approved unanimously.

10. Election Room Reservation Request

KC Kato, the Wellesley Town Clerk, requested use of the Wakelin Room for in-person early voting from February 24 through March 1, 2024, for the Presidential Primary. (The Juliani Room is not currently available because of the Town Hall renovations.) The Trustees were reluctant to lose use of the Wakelin Room for an entire week because programs are held there. Instead, Jamie suggested using the large meeting room off the Commons.

Ann R. moved (Diane S. seconded) to allow the Town Clerk's office to reserve Meeting Room #102 in the Library from February 24 – March 1, 2024, for the Presidential primary. The motion was approved unanimously.

11. Citizen Speak Policy

A draft of the revised "Public Participation At Trustee Board Meetings" policy was presented and reviewed with the Trustees. The Trustees requested that a laminated copy of the policy be available at all Trustee meetings going forward.

Ann R. moved (Ann H. seconded) to approve the "Public Participation At Trustee Board Meetings" policy with minor edits. The motion was approved unanimously.

12. Town Code of Conduct

The Trustees reviewed the Town Code of Conduct submitted to the Trustees by Sheryl Strother. The Board will take it under advisement.

13. Strategic Plan Draft

The Trustees reviewed the Draft of the Strategic Plan, focusing in particular on the Strategic Priorities (heart of the plan). A few minor edits were proposed. The draft will be revised and a final version will be presented at the next board meeting.

14. New Business

Linshi led a brief discussion about plans for the Library’s participation in the Wonderful Wellesley Weekend parade. Emma Weiler will be driving the Library van and a request for volunteers will be featured in the Library’s e-newsletter.

MOTION TO ENTER EXECUTIVE SESSION

Ann R. moved (Ann H. seconded) to go into Executive Session to discuss and prepare for negotiations and to not reconvene in open session. The motion was approved unanimously.

The next Trustee meeting will be held on Tuesday, June 13, 2023, at 7:15 pm in the Arnold Room.

ADJOURNMENT

Ann R. moved (Diane S. seconded) to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 9:10 pm.

Respectfully submitted,

Ann Rappaport, Secretary, WFL Board of Trustees

Date: _____

LIST OF DOCUMENTS

- 1: Minutes of the April 13, 2023 Trustees Meeting
- 2: FY24 Branch Budget Request - DRAFT
- 3: Foundation Annual Request - DRAFT
- 4: WFL Strategic Plan 2024-2028 - DRAFT
- 5: Public Participation at Trustee Board Meeting - Draft
- 6: Election Room Reservation Request
- 7: Town Code of Conduct