

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Monday, May 9, 2022
7:00 PM
Online Remote Meeting**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Diane Savage, Linshi Li, Maura Murphy, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Corinne Monahan, Advisory Liaison; Keith Higgins/ Foundation Board; Barbara Marx, President/Friends of WFL; Jeannette DiBiase, Library Administrator

CALL TO ORDER

Meeting called to order at 7:00 PM.

CITIZEN SPEAK

None

ITEMS

1. Minutes

Ann H. moved (Diane S. seconded) to approve the minutes of April 12, 2022. The Trustees, polled individually, unanimously approved the minutes.

2. Director's Report

- The home page on the website will be refreshed. The Library is working with our website developer, Stirling Brandworks to do this.
- A part-time Library Assistant in Circulation is leaving so in addition to this posting; the Library will be posting for 2 part-time Library Assistants and 1 full-time Library Assistant in Circulation as well as 1 part-time Librarian in Children's.
- May has been a very busy month for adult programs. Jackie's Room technology classes have doubled this month including the usual lineup and a 4-part job seekers series, weekly open lab in-person, and a 3-part digital photography series. Hybrid lectures will begin in the Wakelin Room, this month, including bird watching, landscaping and gardening for wildlife, art and education, and Frank Sinatra songs from Hollywood films. We are also partnering with the Health Department to present 3 virtual mental health programs about sleep, nutrition and communications with teens. Many adults seem to prefer the virtual programs in the evenings so the library will be working with a hybrid format.
- The MLA (Massachusetts Library Association) is taking place this month. This year the library has 7 staff attending and 2 library staff will be presenting a program on how to use Tik Tok in your library.

- Earlier this year, Eva, a Children’s librarian applied and was accepted as to be coordinator for the Children’s, Young Adults’ & Teachers’ Choice Program of the Children’s Book Council. This is an award-winning national organization that supports the powerful impact that books have on young people. Eva will be receiving a few hundred books and will be the point person for running the Choice Program. Kids in 6th-8th grade will be asked to read the books and give feedback which will be used to create a national list of favorite titles. Our 4th-8th grade book club is very excited to participate while also encourage collaboration with the Wellesley Middle School.
Eva is also working on an inter-generational knitting class geared towards introducing 4th-8th graders to the art of knitting.
- WFL celebrated National Library Week this past April. Jackie from Information Services created a bulletin board where people were encouraged to respond to the question “Why Do you Love the WFL?” Jamie shared a few of the many responses from our library patrons. All responses received were very positive.
- The painter, Doug Johnson who has been so helpful on many of the library projects, has almost completed painting the Washington Street sign, so it will look as good as new.

3. Foundation and Friends Update

- Keith Higgins gave a brief update from the Foundation. The April Gala was fantastic and the most successful to date, exceeding fundraising expectations. He also thanked the library staff for their help at the Gala on behalf of the Foundation Board. There are 3 spots open on the Foundation Board which they are looking to fill. Trustees have two new openings to fill. Ann Howley is working with the Foundation on possible candidates.
- Barbara Marx gave an update from the Friends. The Book Sale this past weekend was very successful and exceeded the fundraising results from the last several spring sales. There were a few changes made to the sale format. There were no scanners allowed during the book sale. The price of the “bag sale” was increased from \$7 a bag to \$10 a bag which typically happens on the final day of the sale. The most exciting initiative to this sale came when the book sale ended and 6 to 8 charities came in and loaded up bags of books to be donated to various groups (e.g. the Growth Clinic at Boston Medical, Story Craft, books to be used in prisons, etc.)
The next Book Sale will take place in September.
The Friends were also extended an invitation to attend an Estate Sale where they collected 50 bags of books to be offered at the Friends book sales.
The Friends will be announcing another textbook donation event which has been very successful in the past.
The Friends will be holding their Annual Board Meeting with 5 new members attending.
The Trustees thanked the Friends for all their wonderful efforts in supporting the library. Marla also mentioned the Friends might think of using “Next door Neighbor” as a resource for advertising their sales.

4. Branch Budget FY23

Last month the Trustees reviewed and discussed the proposed FY23 Private Funds Branch Budget.

Ann H. moved (Diane S. seconded) to approve the FY23 Private Funds Branch Budget for a total of \$30,000. The Trustees, polled individually, unanimously approved the motion.

5. Foundation Request Draft

The Foundation Request for FY23 Funding was reviewed. A few minor edits were made to the proposal. The sculpture will be submitted as part of the annual request. The sculpture adds \$25,000 to the requested funding amount.

Ann H. moved (Diane S. seconded) to accept the proposed request for FY23 funding for \$103,500 from the Foundation. The Trustees, polled individually, unanimously approved the motion.

6. Foundation Nominees

Chrissie Lawrence has agreed to serve another term on the Foundation Board. The Trustees are pleased Chrissie is willing to continue on the Foundation Board and they appreciate all her efforts.

Ann H. moved (Diane S. seconded) to approve the nomination of Chrissie Lawrence for a 2nd term on the Foundation Board for FY22 for a 3-year term beginning on July 1, 2022. The Trustees, polled individually, unanimously approved the motion.

Diane and Ann are meeting with another candidate this week.

7. Gift Acceptance

Diane S. moved (Ann H. seconded) to accept a \$413 gift from Ling (Tracy) Jiang, to the Director's Fund. The Trustees expressed their gratitude for the generous gift. A thank-you letter will be sent. The Trustees, polled individually, unanimously approved the motion.

8. Hunnewell Construction Update

The existing Hunnewell School will come down when school ends this year. Jamie and Marla met with Steve Gagosian and were given a presentation as to how the construction project will move forward. It is assumed that July/August would be the noisiest period of time when the old Hunnewell School building will be demolished. Construction hours will take place from 7am to 3pm during the week. There will be a website setup to keep people abreast as to the project status. Jamie has the project manager's contact info so she can reach out if needed. The Trustees had previously approved the use of 5 library parking spots near Cameron Street to be used for passenger vehicle parking for the duration of the actual project construction. The Trustees appreciate that FMD will be communicating with the Library throughout the Hunnewell project.

9. Trustee Meeting Schedule FY23

A proposed Trustee 2022-2023 Meeting Schedule was reviewed. The schedule will be

kept as flexible, particularly during the summer months, so as many Trustees will be able to attend as possible.

10. Public Art Sculpture Update

Marla provided an update on the status of the project. She and Ann have been working with the two local residents who are raising funds to purchase the sculpture as a gift to the WFL. They are appreciative of Trustee support. The WFLF will be asked to be the signing party to the contract with the sculptor and to accept and acknowledge contributions to cover the project. Initial conversations have been had with the Foundation and efforts are being made to satisfy their questions. Ann and Jamie will present this special project request as part of the annual request at the WFLF meeting tomorrow evening.

Marla indicated that the proponents have a short timeline for both agreement on handling administrative needs and funding commitments. If all aspects of project are not in place by June 30, the project will not move forward including no funds to be given by the WFLF.

Ann H. reported that she and one of the project proponents had met with Barbara Marx, President of the Friends to ask that they consider making a contribution in support of the project. Barbara agreed to bring the request to her Board at their meeting this week.

11. Request for Donation Box in the Library Lobby

A Wellesley High School student has asked for permission to set up a Cradles to Crayons collection box in the lobby of the main branch of the Library.

It was decided that while this is a worthy project, allowing permission for it would set a precedent which make it challenging to say no to other requests for solicitation. Therefore, it was the consensus of the Trustees not to agree to this request.

12. Meeting Room Request

A request to approve an exception to the Meeting Room Policy was made by a Wellesley Public School department for a two day meeting. Exceptions are voted by the Board of Trustees. The Meeting Room Policy is intended to allow as many organizations as possible to utilize the Library meeting rooms. After thoughtful discussion, the board decided to allow the requesting organization to reserve the Meeting Room for one day but permission for two days could not be granted.

13. New Business

Committee and Chair Reports

- a. Linshi gave a brief update on the status of the Library parade plans. Ten people have been confirmed to join in. Ann H. was going to ask the Foundation if they were interested in becoming involved in the parade. In past year there has been a budgeted amount of \$500 for float decorations and supplies.
Diane S. moved (Ann H. seconded) to approve funds up to \$500 for the parade committee. The Trustees, polled individually, unanimously approved the motion.
- b. Jamie and Marla will be joining Sheryl Strother at a Select Board meeting to formally request transfer of funds for the part-time positions in Technology and Circulation that became full-time positions with no change in overall FTE. This request will also need Advisory Committee approval.

ADJOURNMENT

Diane S. moved (Ann H. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 9:00 PM. The next regular meeting will be tentatively scheduled for June 13th.

Respectfully submitted,

Ann Rappaport, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

- 1: Minutes of April 12th Meeting Draft
- 2: Branch Budget FY23 Draft
- 3: Foundation Request Draft
- 4: Hunnewell Construction Update
- 5: Trustee Schedule FY23 Draft
- 6: Donation Box in Lobby Request
- 7: Meeting Room Request

JOD 05/12/2022, AH 5/23/2022, Approved 6/14/2022