

**Wellesley Free Library
Board of Library Trustees
Arnold Room
Meeting Minutes
Monday May 14, 2018**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Maura Murphy, Ann Rappaport, Diane Savage, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director. Also present: Jennifer Siedman, Development Director; Barbara McMahon, WFL Foundation Board; Betsy Roberti, Advisory Liaison.

CALL TO ORDER

The meeting was called to order at 9:18 AM

CITIZEN COMMENT

None

ITEMS

1. Approval of Minutes

Ann-Mara moved (Ann R. seconded) to approve the minutes of April 23, 2018. The minutes were approved unanimously as amended.

Ann R. moved (Diane seconded) to approve the minutes of April 20, 2018. The minutes were approved unanimously as amended.

2. Director's Report

Jamie reported on the following items:

- New Library advisory specialist at MBLC
- 26K received State Aid
- Recent staff trainings: mental health overview from consultant Jon Mattleman (referral from BOH); safety training from WPD; customer service training from specialist at Darian, CT library.
- Reference librarian Anna Dorste is now a notary public; the library will accept requests for notary services by appointment.
- Anna Dorste will attend a May meeting with representatives from the Wellesley Historical Society and CPC to explore digitizing Wellesley yearbooks.
- The family trust that includes the WFL as a beneficiary (given as naming opportunity for the Periodicals Room) is seeking new trust management; Trustee Chair will sign off on new choice once it has been made.

- End of year expenses under close review; the Board authorized the Chair to approve additional Sundays if funds are available.
- Staff intranet project – results looks great, still being fine-tuned.
- MLP is now providing Internet service for all public internet connections.
- Wiring closet clean up: stacking switches, creating redundancy, in part as preparation for the renovation project.
- Parking survey - custodians now count and record available spaces in garage and lot three times each day for a limited time.

3. Donation Acceptance (vote)

\$134.00 has been collected in the cash register from change donations.

Maura moved (Ann R. seconded) acceptance of these donations for deposit into the Director's fund. The motion was approved unanimously.

4. Wellesley Wonderful Weekend and Parade Request (vote)

The theme of the library's parade car is *Becoming a 21st Century Library*. Both main and Fells renovations project will be featured. Jennifer Siedman reported on a Foundation scavenger hunt for children during Wellesley's Wonderful Weekend.

Diane moved (Ann R. seconded) to approve allocation of \$380.00 from the Director's fund for candy and decoration supplies for the parade. The motion was approved unanimously.

5. Fells Branch Update

Jamie requested approval for Fells closing on July 2 for renovations, reopening at some point in November.. The Fells book drop will remain open throughout the project if possible. One 16-hr circulation assistant position that becomes vacant in June will be left open until the Fells project nears completion. The Trustees requested signage at all libraries before and during renovations, directing people to the locations. Jennifer suggested that we have an e-newsletter article about the renovation, as well as a letter in the Wellesley Townsman.

We are awaiting formal notification about The Fund for Wellesley approval of the library's grant request for the mural portion of the project.

Diane moved (Ann R. seconded) to approve closing the Fells Branch Library for the purpose of renovations, as of July 2, 2018, and reopening in late fall, 2018. The motion was approved unanimously.

6. Jennifer Siedman/Foundation updates

The Trustees discussed the Foundation request made at a previous meeting to allow a naming opportunity to be given to a family who is willing to release restrictions on an earlier gift (given for branch endowment) to support the Fells project.

Diane moved (Ann R. seconded) to support the request from the Wellesley Free Library Foundation by offering a naming opportunity to the donor for the artistic rendering of the Hills Branch that will appear within the Fells Branch. The motion was approved 5-1, Ann-Mara opposed.

The Trustees held brief discussions about the timing of the Foundation's disbursement of funds for the Fells renovation project, and about providing timely payments to contractors for completed work.

Ann R. moved (Diane seconded) to request up to \$70,000 from the Wellesley Free Library Foundation for the renovation of the Fells Branch Library. The motion was approved unanimously.

Diane moved (Ann H. seconded) to amend a motion (adopted in February but not yet acted upon) to now read "to approve up to \$14,000 from the Directors Fund to be used for general renovation of the Fells Branch Library." The motion was approved unanimously as amended.

Jennifer' Siedman's last day as Director of Development for the WFLF is June 5, 2018. The Trustees expressed their gratitude and appreciation to Jennifer for her commitment and dedication to the Wellesley Free Library during her tenure and acknowledged all the progress that the Foundation has made through her efforts.

7. Annual Report to Community (vote)

As she prepares to depart, Jennifer is laying groundwork for the Foundation's fall appeal and the 2018 Annual Report to the Community. She has researched possible dates for the WFLF signature events - Winter Tea and Mini Golf and requested the Trustees approve library closings for those events should the Foundation wish to move forward with one or both.

There was consensus among the Trustees that the following dates would be agreeable if confirmed: December 1, 2018 for a Winter Tea at the Hills Branch Library, and Saturday February 9/Sunday February 10, 2019 for Mini Golf at the Main Library. The Annual Report team has met and will meet again before Jennifer's last day. The Trustees expressed their appreciation to Jennifer for making these detailed preparations.

Ann moved (Diane seconded) to approve up to \$7,000 from State Aid for production of the annual Report to the Community 2018. The motion was approved unanimously.

8. Town Meeting Discussion

Marla thanked the Trustees for their efforts at Town Meeting. Planning next steps on the renovation project will be discussed at a future meeting. Moving forward, Marla will touch base regularly with Bill McNamara so that the Foundation and the Trustees remain in close contact on all plans.

9. Emotional Support Animals in the Library

- a. **Service animals** are specifically dogs (and in some cases, small horses) that have been specially trained to accompany an individual with a sensory or physical disability. Only if the individual's disability is not obvious, staff may ask the following two questions to determine whether an animal is a service animal: 1- Is the animal a service animal required because of a disability? 2- What task or service is the animal trained to perform? The law requires staff to take the individual at their word.
- b. **Emotional assistance animals:** there is no legal obligation to permit so-called "comfort animals" into a public building.
- c. **Therapy dogs** are not defined by law as service animals. Once these dogs pass a test for obedience and temperament with their handler, they can be registered with a therapy dog organization, which offers several benefits both to the volunteers and to the facilities they visit.

Diane moved (Ann R. seconded) to amend both the Wellesley Free Library Rules of Conduct and the Branch Libraries Rules of Conduct to limit animals in the library buildings to "certified service dogs." The motion was approved unanimously.

10. Meeting Room Policy, rental application forms drafts

The drafts, reviewed at previous meetings, returned for the following votes:

Ann R. moved (Maura seconded) to approve the Wellesley Free Library Meeting Room Rental Policy as amended. The motion was approved unanimously.

Diane moved (Ann R. seconded) to approve the Wakelin Room rental application fees and forms as amended. The motion was approved unanimously.

Diane moved (Ann R. seconded) to approve the Arnold Room rental application fees and form as amended. The motion was approved unanimously.

Diane moved (Ann-Mara seconded) to approve the Hills Branch Library rental application fees and form as amended. The motion was approved unanimously.

Diane moved (Ann R. seconded) to approve the Small Conference Room rental application fees and form as amended. The motion was approved unanimously.

11. Development Director position

Ann requested all thoughts/suggestions on this topic be sent to her in advance of the meeting of Foundation Board of Directors on June 5, 2018.

12. New Business

- Kathy Fiore has announced her retirement as of mid-July. Revisions to that job description are in progress.

- The Annual Request to the WFL Foundation was approved.
- The Library Board's potential nominees to the Foundation Board will shortly be contacted. The Trustees discussed the need to make the process more efficient.

ADJOURNMENT

Diane moved (Ann-Mara seconded) to adjourn at 12:30 PM. The motion was approved unanimously.

The next regular meeting of the Board of Library Trustees is June 11, 2018 at 7:15 PM.

_____ Date: _____
Ann-Mara Lanza, Secretary, WFL Board of Trustees

LIST of DOCUMENTS

1. Minutes of April 23, 2018
2. Minutes of April 20, 2018
3. Fells renovation schedule
4. Foundation request (Fells)
5. WFL Meeting Room Rental Policy
6. Wakelin For Profit Meeting Room application form
7. Wakelin Non Profit Meeting Room application form
8. Arnold Meeting Room application form
9. Hills Branch Library Meeting Room application form
10. Small Conference Room application form
11. Rules of Conduct (Main)
12. Rules of Conduct (Branches)

ECM 6/1/18, approved 6/11/18