

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Wednesday, June 14, 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; Jeannette DiBiase, Office Administrator; Jennie Merrill, Town Counsel; Don Newell, WMLP, via Zoom

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 May 8, 2023, as amended. The minutes were approved unanimously.

2. Solar Project Update

Jeannie Merrill, Town Counsel (in person) and Don Newell, MLP (via Zoom) gave an update on the Solar Project plan for the Library and the other Town of Wellesley buildings (schools, Town Hall, and DPW) which are included in this plan. They discussed the idea of issuing a single RFP from the Library Trustees, Select Board and School Committee and the steps necessary to lease the Main Library roof, including a determination of its value. The Trustees discussed the proposed solar project, including its legal ramifications for the Library. Marla and Maura were asked to work with the MLP on this project and communicate their findings back to the Trustees.

3. Director's Report

- Jamie thanked Linshi, Maura, and their team (including Keith Higgins from the Foundation), for their stellar representation of the Library during the Wellesley Wonderful Weekend parade.
- The Cyber Security Assessment will be complete in June at which time recommendations will be made. Staff will be changing network passwords and starting multifactor authentication in the near future. An executive summary of the CSA will be provided to the Trustees by the fall. IT will also continue working with Greenpages, the same vendor that Town IT is using.

- Green Shirts will be providing Greeter services Monday through Thursday from 9 am to 5 pm and Friday 9 am to 1 pm during the period from July 10 to August 25.
- Jamie gave a special thanks to Mike Groh and his team for the massive cleanup of the garage storage area over Memorial Day weekend.
- Jamie shared that the FMD is looking at the cost of updating the alarm panels for remote access, allowing FMD to remove and update security codes from their office instead of driving to each building. There was consensus that this would be beneficial for Library FMD staff.
- Children's is gearing up for its annual summer reading program starting on June 25 and running through August 19. The Library will be using Beanstack (software provided by WFLF funds) which will allow children to complete time-keeping online. Kids will also have the opportunity to win weekly prizes as well as the opportunity to be entered in drawings for Lego kits.
- Information Services is working on getting the summer reading list from the high school. They are also working to promote the MA Teen Choice award in partnership with WHS.
- The Friends received an email from a patron through the website which was forwarded to Jamie. The email questioned and mischaracterized a Pride display in the Children's Room and stated that Pride displays belong in the Adult Fiction section. Staff and Trustees reiterated their support of the LGBTQ+ community, noting that these WFL displays reinforce the Library's mission, vision and values and are consistent with DEI values promoted by the Massachusetts State Library and the American Library Association.
- DEI training will be continuing with one hour follow up Zoom sessions with Carlos Hoyt.

4. Foundation and Friends Update

Keith Higgins provided Jamie with the Foundation update. The Foundation approved the changes to their bylaws and executive session policy which was previously discussed with the Trustees. Keith mentioned in his report that the Books in Bloom event was very successful, and he was pleased to report that they hit their net revenue target and also planted proverbial seeds for a new group of future donors.

Shannon Smith provided Jamie with the Friends update. The Friends have elected the following board members: President – Shannon Smith; Vice President – Lauren Dunleavy; Treasurer – Jan Beaven; Secretary – Lucy Kapples. The Friends gave a huge thank you to Barbara Marx for her three years of leadership as President of the Friends. She will be stepping off the board for a mandatory one-year period and they are hoping she will rejoin in the future. The Trustees added their enthusiastic appreciation for all Barbara Marx has done for the Friends.

The Friends ended the year in a strong financial position and are thrilled to be able to continue to support ongoing and new initiatives across the Libraries. In 2022-2023 the

Friends held two “Donation Day” events. While donations are accepted every day, they felt the publicized events drew in many patrons who usually don’t donate or come to the sales. They plan to host at least two donation days in the coming year. In 2022-2023 the Friends saw an overall decline in quality donations and held only two book sales instead of three. They are planning on trying another year of two sales instead of three and then will re-evaluate.

5. Foundation Nominees

Ann H. and Diane reviewed the bios of Stephanie Coughlan and Nora Tracy Phillips, Trustee nominees for the Foundation Board. They are still looking for a third nominee.

The Trustees would like to extend a special thanks to the outgoing Foundation members, Kara Reinhardt Block, Michael Casey and Emily Shanahan for their years of dedication and work in supporting the Wellesley Free Library.

Ann H. moved (Diane seconded) to nominate Nora Tracy Phillips and Stephanie Coughlan for three year terms to the Foundation Board. The motion was approved unanimously.

6. Sculpture

The Trustees reviewed the Donor Listing text and draft signage for the “Reach for Knowledge” sculpture. The Trustees gave final approval pending confirmation by donors that their names are listed correctly. They also reviewed and approved the other exterior donor signage.

Jamie requested \$38,000 for signage, design, DPW landscaping and a bench, with the understanding that additional funds will be required. Jamie suggested that the requested amount of \$38,000 be split among two funds - \$19,000 from State Aid and \$19,000 from the Jenks Fund.

Diane S. moved (Ann H. seconded) to appropriate \$19,000 from State Aid and \$19,000 from the Jenks Fund for signage, design, landscaping, and a bench.

7. Strategic Plan

The Trustees reviewed the Draft 2024-2028 Wellesley Free Library Strategic Plan. A few suggested edits to the document were made. The Plan will be submitted to the state, added to the Library’s website, and promoted via social media and in the e-newsletter. Additionally, print copies will be made available in early July.

Ann H. moved (Diane S. seconded) to accept the WFL Strategic Plan for 2024-2028 as amended. The motion was approved unanimously.

8. Observation Study

The Trustees reviewed and discussed The WFL Library User Observation Study Summary Report, a summary of which is included as part of the five year strategic plan. Trustees thanked staff including Axel Thompson and Carol Richards for their involvement.

9. Trustee FY24 Schedule

Jamie handed out a tentative Trustee Meetings Schedule for FY24. The July meeting will be held on Wednesday, July 26. Jamie will poll all the Trustees to determine a date for the Annual Retreat. The rest of the schedule will remain as is for now.

10. Library Director Review

Trustees discussed the best way to complete Jamie’s evaluation.

Ann H. moved (Ann R. seconded) to give responsibility of completing the Director’s review to the Chair, Marla. The motion was approved unanimously.

11. New Business

None.

MOTION TO ENTER EXECUTIVE SESSION

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

The next Trustee meeting will be held on Wednesday, July 26, 2023, at 7:15 pm in the Arnold Room.

ADJOURNMENT

Ann H. moved (Diane S. seconded) to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 9:55 pm.

Respectfully submitted,

Ann Rappaport, Secretary, WFL Board of Trustees

Date: _____

LIST OF DOCUMENTS

- 1: Minutes of the May 8, 2023 Trustees Meeting
- 2: WMLP Solar Project – Letter from Jennie Merrill
- 3: Nora Tracy Phillips Foundation Bio
- 4: Stephanie Coughlan Foundation Bio
- 5: Sculpture – Donor Text & Signage
- 6: WFL Strategic Plan 2024-2028 DRAFT
- 7: WFL Library User Observation Study Summary Report
- 8: Trustee FY24 Schedule