

**Wellesley Free Library  
Board of Library Trustees  
Arnold Room  
Meeting Minutes  
Monday, July 15, 2019**

**Present:** Marla Robinson, Chair; Ann Howley, Vice Chair; Ann-Mara Lanza, Secretary; Ann Rappaport, Maura Murphy, Trustee; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director.

**Also, present:** Barbara McMahon, WFL Foundation Board.

**Absent:** Diane Savage.

**CALL TO ORDER**

The meeting was called to order at 7:10 PM.

**CITIZEN COMMENT**

None.

**ITEMS**

**1. Approval of Minutes**

Ann R. moved (Maura seconded) to approve the minutes of June 10, 2019 as amended. The minutes were approved unanimously.

**2. Director's Report**

Jamie reported on the following items:

- Dick Joyce sent a thank you note for the warm sendoff he received from the Trustee's meeting.
- Staff member Je'Lesia Jones helped a family at the circulation desk and had a great conversation with two of our best critics, 8 and 9 year old sisters. The girls said, "We have an awesome comic books section" in the children's department, "the best one has seen in her life!" The other sister said, "I think you have the best Katie Woo books ever and they are my favorite collection and you have lots of them and princess books too." A 10-year-old boy also commented, "I absolutely love this library, it's better than mine and better than my schools."
- Favorable review from Dr. Maltz, a renowned Pediatric Cardiologist who now runs a company providing health care analytics to health institutions worldwide.

He Loves the Fells Branch Library and has brought his granddaughter there on several occasions. He said that it was a “**sanctuary for children.**”

- Staff members Inna Ivers, Melanie Griffiths and Eva Thaler-Sroussi attended the ALA conference and brought back some great new ideas. Eva was elected to the 2021 Newbery Committee. The Newbery Medal (named after the eighteenth-century British bookseller John Newbery) is an annual award given by the Association for Library Service to Children, a division of the American Library Association, to the author of the most distinguished contribution to American Literature for Children.
- Work has begun on the annual ARIS Report (Annual Report Information Survey). The annual statistical report is submitted to the state and statistics from it are used by the WFL during the year for various presentations.
- The Library is currently looking for a 16 hour Librarian for Information Services to replace Mary Kate Le Cam who has changed to on-call status, and a 16 hour Circulation Assistant to replace Ashley Kempkes who will be moving out of state in September.
- Joe McDonough sent an annual email to advise departments that FMD will soon begin preparations for the FY21 Capital Plan.

### **3. Marketing Presentation Summary**

Marla, Ann R. and Jamie spoke enthusiastically about their meeting with Mike Casey (WFLF Director) on the planned efforts by the Foundation to study and improve marketing for the WFLF and Library as a whole. The Foundation has engaged Frank Kelly, a well-known marketing specialist on brand architecture in this effort. They would like the Trustees and Friends’ to participate in the work Trustees discussed the opportunity and are pleased to be involved. Meetings will be set up in the near future.

### **4. Gift and Naming Policy**

The Trustees briefly reviewed the Naming and Gift Policies. It is important to have these updated and ready for distribution as soon as possible, particularly in light of the upcoming Foundation campaign. Maura, Diane and Ann H. will review completely and bring any suggested updates to the Trustees as soon as possible.

### **5. Naming Agreement–Short Story Dispenser and Fells Window Seat**

- A. The Trustees reviewed a draft gift agreement with Gordon and Mary Ford Kingsley to cover their gift of \$15,000 to the WFL for the exclusive purpose of purchasing and maintaining a Short Story Dispenser. Dispenser.

Ann-Mara moved (Ann R, Seconded) to approve a gift of \$15,000 from Gordon and Mary Ford Kingsley for a Short Story Dispenser. This Gift will be recognized with wording on each print out, as specified in the gift agreement.

- B. There was consensus among Trustees that term of the agreement on the window seat would be 15 years.

#### **6. Fells Garden update and Donations**

The fountain is due to be installed in the Fells Garden next week. Jamie discussed lighting and security with Chief Jack Pilecki, Chief of the Wellesley Police.

#### **7. WCC Room Rental Request**

The Trustees discussed the Wellesley College Faculty Club as the site for the upcoming yearly Trustee Retreat. Food and refreshments will be available.

Ann-Mara moved (Ann R. seconded) to approve up to \$350 from the Director's Fund for the Trustees Retreat for food and refreshments.

#### **8. Design Meetings – Request for Refreshments**

As part of the design work for the reimagining of the Main Library, working groups divided by library space will begin meeting in the upcoming weeks. Groups include staff, Foundation and Friends' board members, patrons and Trustees.

Ann-Mara moved (Ann R. seconded) to approve up to \$250 from the Director' Fund for refreshments for the Design Working Group meetings.

#### **9. Kiwanis Membership**

The Trustees reviewed the Kiwanis Membership form. Membership will be reviewed on an annual basis.

Ann H. moved (Ann R. Seconded) to approve that the WFL join the Wellesley Kiwanis Club for 1 year and that the membership fee of \$150 come from the Director's Fund.

#### **10. Renovation Update**

Renovation meetings have been scheduled for discussion.

**11. Roof Update**

There were three companies interviewed for the feasibility study on replacing the roof of the Main Library. Russo Barr Associates were chosen and will begin the study in August for completion in October.

**12. AMH Update**

The Grand Opening of the AMH will be Thursday, August 1, 2019.  
AMH is generally working well and any initial issues are being resolved.

**13. SBC Update**

The Trustees discussed the early Hunnewell option, which would could have some potential overlap with the WFL renovation.

**14. New Business**

**15. Topics not reasonably anticipated by the Chair prior to posting**

**ADJOURNMENT**

Ann R. moved (Ann-Mara seconded) to adjourn at 9.25 PM. The motion was approved unanimously.

\_\_\_\_\_ Date: \_\_\_\_\_  
Ann-Mara Lanza, Secretary, WFL Board of Trustee

**LIST OF DOCUMENTS**

1. Approval of Minutes
2. Gift and Naming Policy
3. Naming Agreement
4. Fells Garden Update and Donations
5. Kiwanis Membership
6. SBC Update

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