

**Wellesley Free Library
Board of Trustees
Meeting Minutes
Wednesday, September 7, 2022
5:00 PM
Retreat at the Hills Branch Library**

Present: Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Diane Savage, Linshi Li, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Carol Richards, IT Director; Jeannette DiBiase, Office Administrator

Citizen Present: Stephen Maire

CALL TO ORDER

Meeting called to order at 5:00 P.M.

CITIZEN COMMENT

None.

ITEM

1. Minutes

- Diane moved (Ann R. seconded) to approve the minutes of July 11, 2022. The Trustees, polled individually, unanimously approved the minutes with minor revisions.

2. Director's Report

- The Annual Report to the Community will be mailed out on September 8. Copies of the report will also be available in the library lobby. Jamie gave special thanks to Elise MacLennan and Ann Howley for taking the lead on the report and to Ann Rappaport for editing assistance.
- The Fells "Heroes Garden" opening will take place on October 1 with many fun family activities. An anonymous donor named it for Wellesley heroes who worked to keep the town safe during the Covid emergency, including those in the Fire, Police, DPW and Board of Health departments. All of these departments will be represented at the event. A sign for the entrance to the "Heroes Garden" is under development.
- As part of the Library's outreach, Kristen Taft and other members of the Circulation staff attended Wellesley's outdoor concerts to promote the Library.
- On August 3, the Library participated in the Minuteman Library Crawl. Patrons could visit any of the three library buildings and take a picture of the required item (Main: fish tank, Hills: bike rack, Fells: instruments in the garden) to receive prize goodie bags.

- On August 20, the End of Summer Reading Party was a big hit! On the hottest day of the year, there was dancing, singing, and ice cream for a large crowd. Jamie thanked all the staff who worked to make the Reading Party a success.
- September is library card sign up month
- Jamie mentioned several programs offered this month:
 - September 12 from 10:30 to 11:00 am: “Pint-Size Yoga” for ages 3 through 6 will be offered at the Library, funded by the Friends of the WFL.
 - September 14 from 1:00-3:00 pm (half day): “STEM in Minecraft” for ages 7 through 10 will be presented by “Innovative Gaming” at the Library, funded by the Friends of the WFL.
 - September 17 from 2:00-3:00 pm: “Meet Buzz Lightyear!”, an interactive, *Toy Story*-inspired literacy event geared towards families, funded by MEFA (Mass college savings fund) as part of the UFUD Start U Reading series.
- Children’s offers four book clubs (three online, one in person) for varying ages.
- September 18 – 24 is Banned Books Week, an annual celebration of the freedom to read.
- September 17 – 23 is Celebrate Constitution Week, reminding residents of the day the U.S. Constitution was signed (September 17, 1787). Locally, the Amos Mills-Lucy Jackson Chapter of the Daughters of the American Revolution (DAR) has created a display on the second floor of the Main Library which can be viewed during September.
- There are many events taking place at the library this fall, including an author visit with Nathaniel Philbrick (*Travels with George*); the Boston–China Connection with author Tom Paine; Chinese American Experiences; and Friday Morning Book Group. Jamie reminded the Trustees to visit the WFL website calendar for a listing of all events.
- PBC is closing out the Main Library renovation project. Jamie and Steve Gagosian will have a final warranty walk through on September 20.
- The Friends Donation Day is scheduled for Sunday, September 11 and the Friends Book Sale is scheduled for October 20-23.

3. Gift Acceptance

The Trustees are very grateful for the generous donations to the Wellesley Free Library Director’s Fund in memory of Gary Woods.

- Ann H. moved (Ann R. seconded) to accept donated funds in memory of Gary Woods totaling \$3,785.00 to the Wellesley Free Library Director’s Fund. The Trustees, polled individually, unanimously approved the motion.

4. Foundation Nominee

Wellesley resident Carol Carlson was presented as a Trustee nominee to the WFL Foundation Board. Carol brings an extensive background in accounting and audit as a retiree from Ernst & Young. The Foundation has expressed much gratitude to Kevin MacDonald for staying on the Board until this position is filled. Ann H. moved (Ann R.

seconded) to approve Carol Carlson's appointment to the Foundation Board for a 3-year term, ending in June 2025.

5. Annual Funds Request

- Ann R. moved (Diane seconded) to approve the appropriation of \$34,000 from State Aid for annual expenses not included in the operating budget:
 - \$4,000 for graphic design assistance
 - \$8,000 for communications assistance
 - \$12,000 for interns
 - \$6,500 for marketing items
 - \$3,500 for Optima delivery

The Trustees, polled individually, unanimously approved the motion.

6. Collection Plan and Policy

- Jamie presented the WFL Collection Plan to the Trustees. The Plan was created by professional library staff and the Director and details the practices for the selection and maintenance of the collection based on the Collection Development Policy.
- *The revised Collection Development Policy* was reviewed. Proposed edits will be made to the policy, reviewed and voted on at the October Trustee Meeting.
- *Request for Reconsideration of Library Resources Form*. A few minor changes were suggested for the Form and the proposed edits will be made to the document draft for presentation at the October Trustee meeting.

7. Annual Report to the Foundation

- Jamie presented the FY22 Draft of the Report to the Wellesley Free Library Foundation. The report covered the FY22 Approved, Distributed and Expended Funds for the areas of Outreach, Wellesley ESL, Technology Enhancements and Branch Library Operations. The report was reviewed by the Trustees and edits will be made.

8. Election of Officers

- Diane moved (Linshi seconded) to reinstate the current officers in their respective roles: Marla Robinson – Chair, Ann Howley – Vice Chair, Ann Rappaport – Secretary. The Trustees, polled individually, unanimously approved the motion.

9. Board Committee Appointments

- Diane, Ann R. and Linshi volunteered to serve on the Strategic Planning Committee.
- All Committee Assignments were reviewed by the Trustees.

10. Board of Trustee Meeting Schedule

- Going forward, Trustee Meetings will begin at 7:15 pm. The October meeting is scheduled for October 12 at 7:15 pm.

11. FY23 Goals and Plans

12. Jamie reviewed the FY23 Goals and Plans as a reminder of focus areas for FY23.

13. FY24-FY28 Long Range Plan

Jamie and the Trustees reviewed the 2019-2023 WFL Strategic Plan. Jamie mentioned that there is a new trend towards developing shorter, more concise plans. Jamie proposed hiring the consultant firm Constructive Disruption, which has worked with the MLS in the past, to help create the FY24-FY28 WFL Strategic Plan. The Strategic Planning Committee (SPC) will gather community input via surveys, focus groups, interviews and library usage studies and will also consider Wellesley demographics and other relevant local information. Jamie asked the Trustees to send her suggestions they might have for the SPC and she also recommended reviewing the strategic plans of other libraries.

Jamie requested \$10,000 from State Aid to supplement the \$10,000 in FY23 Capital funds earmarked for strategic planning to hire Constructive Disruption to assist in development of the FY24-FY28 Long Range Plan.

Ann R. moved (Ann H. seconded) to appropriate \$10,000 from State Aid to supplement FY23 Capital funds to hire Constructive Disruption to work on the Library Strategic Plan. The Trustees, polled individually, unanimously approved the motion.

14. New Business

None.

15. Additional Topics

None.

ADJOURNMENT

Ann R. moved (Ann H. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 9:00 P.M. The next regular meeting is October 12, 2022, at 7:15 P.M.

Respectfully submitted,

Ann Rappaport, Secretary, WFL Board of Trustees

Date: _____

LIST of DOCUMENTS

- 1: Minutes of July 11, 2022
- 2: Heroes Garden Celebration

- 3: Report to the Community 2022
- 4: Foundation Nominee – Carol Carlson Biography
- 5: WFL Collection Development Policy DRAFT
- 6: Request for Reconsideration of Library Resources
- 7: WFL Collection Plan 2022
- 8: Report to the Wellesley Free Library Foundation
- 9: Committee Assignments FY23
- 10: FY23 Goals and Plans
- 11: WFL Strategic Plan 2019-2023
- 12: WFL Strategic Plan Proposal by Constructive Disruption

JOD 9/12/2022, AWR 10/2/2022, Approved 10/12/2022.