

**Wellesley Free Library  
Board of Library Trustees Retreat  
Meeting Minutes  
Thursday, September 14, 2023  
9:00 AM  
Offsite at the Wellesley College Club**

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

**CALL TO ORDER**

Meeting called to order at 9:15 AM

**CITIZEN COMMENT**

None

**ITEM**

**1. Minutes**

Ann H. moved (Ann R. seconded) to approve the minutes of August 9, 2023, as amended. The minutes were approved unanimously.

Ann R. moved (Ann H. seconded) to approve the August 17, 2023 minutes. The minutes were approved unanimously.

**2. Director's Report**

- The ARIS report is almost complete. The financial report section will be finished next week and the report will be sent to the MBLC.
- On September 27, the League of Women Voters' Opening Meeting will describe new state legislation designed to prevent book banning. Mary Ann Cluggish will lead the discussion, Jamie will be there to answer local WFL questions, and School Committee member Linda Chow will answer school-related questions.
- The Annual WFL Community Report is progressing and will be sent to the community by mid to late October.
- The NRC is working on Simons Park with help from Cricket Vlass and the DPW.
- As part of the Library's outreach program, three staff members (Greg Peverill-Conti, Daniel Winer, and Josh Spicer) attended an event at Babson College to promote the Wellesley Free Library and to issue library cards.
- The Friends held their Donation Days on September 10 and 11.
- Recent staff changes: two of three part-time librarian assistant positions have been filled; two Supervisors (Information Services and Circulation) are retiring.

### **3. Room Rental Request**

Jamie received a request from the Wellesley Celebrations Committee requesting the use of the Wakelin Room on Veterans Day from 9 to 10:45 am for a breakfast and possibly the ceremony as well if the weather is inclement.

Ann R. moved (Linshi seconded) to approve the use of the Library Wakelin Room by the Wellesley Celebrations Committee for their Veteran's Day celebration while the Library is closed. The motion was approved unanimously.

### **4. Sculpture Update**

Landscaping/site work will begin at the Main Library during the week of September 25 to prepare for receiving the "Reach for Knowledge" sculpture and should be completed by October 16 when the sculpture will be delivered. A presentation by Nancy Schön will be held on October 26. The unveiling of the sculpture will take place on October 28 with Nancy Schön in attendance. This event will be the culmination of a week of other art events, including sculpture workshops by Art Wellesley to promote the importance of public art and an origami folding class on October 26 by Origamido. Nancy will also display some of her other smaller pieces in the Library, which will be for sale.

### **5. Year in The Life**

Jamie presented the "A Year in The Life of The Wellesley Free Library" document to the Trustees, which summarizes ARIS library statistics in FY23 and is updated annually.

### **6. Annual Town Report**

A draft of the Annual Town Report was presented to the Trustees. The Trustees reviewed the document and suggested a few edits which will be made before the final document is sent to the Town on September 19.

### **7. Trustee Schedule**

The Trustees reviewed the current FY24 Trustee meeting schedule and made some additions and changes to the schedule. Jamie will send out a memo with the revised meeting schedule and also note all upcoming Trustee events.

### **8. Organization of Board**

The Trustees tabled this item, since two of the Trustees were not in attendance at the meeting.

### **9. Annual Action Plan**

The WFL Strategic Plan has been submitted to the MBLC. An annual action plan for FY25 is due on December 1. The Trustees discussed possible actionable goals for FY24. Two of the suggested goals were: (1) refurbishment of the Hills Branch Library and (2) how to support and protect our Library to help with staff retention, including staff appreciation. This discussion will resume at the October Trustees Meeting.

## **10. STM Motions**

- **Article 7**

The Trustees reviewed the language of Article 7 for Special Town Meeting, the Library's rooftop solar project. There were a few concerns with the leasing terms in the article description on the Warrant. As the sponsoring board for Article 7, the Trustees will provide the motion language for Article 7 to STM, making sure to identify the Trustees as the holder of the lease, as well as specifying both the duration and location(s) of the lease. The MLP will ultimately be the group responsible for the project.

Ann R. moved (Ann H seconded) to allow Article 7 to move forward subject to the Trustees having final control of the motion language at Special Town Meeting. In the motion, the Trustees will designate the term, location and ownership of the lease since they have control, care, and custody of the Library. The motion was approved unanimously.

- **Article 10**

Ann R. moved (Ann H. seconded) that the Trustees reaffirm their commitment to bringing Article 10 to Special Town Meeting. This article will allow the Trustees to enter into a contract of up to three years with the Library Director, set her salary, and protect her from dismissal as long as she follows ALA guidelines. The motion was approved unanimously.

## **11. Solar Project RFP**

Review of the Solar Project RFP was tabled until the October Trustee Meeting. Marla noted that Maura has reviewed, edited and added placeholder language to the RFP drafted by Town Counsel.

## **12. Policies**

Jamie presented a spreadsheet for Fines and Fees which listed various statistics, Loan Period, Limits, Renewals, and Daily Overdue Fines for all the various items patrons may check out of the Library. The Trustees discussed the possibilities of eliminating fees based on the information presented. No decision has been reached. It will be revisited at the October Trustee meeting.

The Trustees reviewed and made a few minor edits to the Jackie's Room Policy. Ann R. moved (Ann H. seconded) to approve the Jackie's Room Policy as amended. The motion was approved unanimously.

The Trustees reviewed the Image Creation Policy. Ann R. moved (Ann H. seconded) to delete the Image Creation Policy. The motion was approved unanimously.

The Trustees reviewed the existing WFL Photography & Video Recording Policy as well as an updated draft which Jamie presented of a Photography & Filming policy. It was decided

that Ann R. would rewrite and reformat the current policy with proposed edits from the Trustees and then have Trustees Maura and Diane review it before presenting it at the October meeting. All other policies which were to be reviewed at this meeting will be brought back to the October meeting (Food & Beverage, Rules of Conduct, Rules of Conduct Branch, Security Camera).

**13. Foundation Annual Report Draft**

The Trustees discussed the Draft of the Annual Report to the Wellesley Free Library Foundation. Marla asked that the draft be reviewed again. Ann R. will make edits and bring it back to the October Trustees Meeting for approval.

**14. New Business.**

Marla attended the September Foundation Board Meeting and mentioned a few items from their meeting. The Foundation is working on a new website. They will be hosting the annual Gala on April 11 at the Wellesley Country Club and the Foundation plans to host a “Books in Bloom” event every other year.

**ADJOURNMENT**

Ann R. moved (Ann H. seconded) to adjourn the meeting. The motion was approved unanimously. The meeting adjourned at 1:00 pm.

Respectfully submitted,

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Ann Rappaport, Secretary, WFL Board of Trustees

Date: \_\_\_\_\_

**LIST OF DOCUMENTS**

- 1: Minutes of the August 9, 2023 Trustees Meeting
- 2: Minutes of the August 17, 2023 Trustees Meeting
- 3: Room Rental Request from Wellesley Celebrations Committee
- 4: Year in The Life
- 5: Annual Town Report
- 6: STM Motions
- 7: Solar Project RFP
- 8: Fines & Fees
- 9: Food & Beverage Policy
- 10: Jackie’s Room Policy
- 11: Image Creation Policy

- 12: Photography & Filming Policy
- 13: Photography & Videotaping Policy
- 14: Rules of Conduct
- 15: Rules of Conduct Branch
- 16: Security Camera
- 17: Foundation Annual Report Draft