

**Wellesley Free Library
Board of Library Trustees
Arnold Room
Meeting Minutes
Monday, October 7, 2019**

Present: Marla Robinson, Chair; Ann Howley, Vice chair; Ann-Mara Lanza, Secretary; Ann Rappaport, Diane Savage, Trustees; Jamie Jurgensen, Library Director; Elise MacLennan, Assistant Director; Inna Ivers, IT Director.

Also present: Kara Reinhardt Block, WFL Foundation Board Chair; Barbara McMahon, WFL Foundation Board Director; Betsy Roberti, Advisory liaison.

Absent: Maura Murphy, Trustee

CALL TO ORDER

The meeting was called to order at 7:30 PM.

CITIZEN COMMENT

None.

ITEMS

- 1. Main Library Roof Replacement Presentation by Facilities Maintenance Department at Board of Selectmen Meeting (at Wellesley Town Hall)**
- 2. Approval of Minutes**

Diane moved (Ann R. seconded) to approve the minutes of September 9, 2019 as amended. The minutes were approved unanimously.
- 3. Director's Report**

Jamie reported on the following items:

 - The Norfolk County Registry of Deeds has sent a packet of general information to be shared with Trustees
 - The Wellesley Police Department stationed an unmarked car at the Main Library and monitored parking for a few days from 7-9 am. Cones have also been placed on some mornings to deter parents from parking during drop-off time.

- On October 17, the Trustees will attend the League of Women Voters meet-up for Wellesley elected officials. It will be held in the Wellesley High School Cafeteria.
- On October 29, the Trustees will participate with WFLF Directors in a group meeting with marketing consultant Fran Kelly to discuss the Library as part of the WFLF project to review branding.
- Marla will host a gathering on October 24 for members of our supporting organizations.
- Doors at Fells Branch Library will be replaced, one door will be accessible. The back door will have two panels of glass and will be paid with private branch renovation funds. A card access system will be installed at both Hills and the Fells Branches.
- Fells circulation is up and Hills remains steady.
- WFL Supervisors and some of the Trustees toured the newly opened Horn Library at Babson.
- The annual financial report has been completed and returned to MBLC.
- Inna will represent the Library at the Kiwanis luncheon on October 10, 2019.
- Inna and Jamie attended the first all-Town Safety Committee. Inna will be a representative for the Library going forward.
- Three open positions have been filled; one on-call and two new 16 PT, all for the Circulation Dept. Another PT circulation staff has now resigned. An open PT Information Services librarian position has also been filled.
- The CPC has established a more formal process for tracking and reporting CPA Grants. The library received two grants (one for map digitization and one for the Fells Garden). Jamie will complete required reports and return to CPC.
- The Short Story Dispenser has arrived. A press release and a photo of Gordon Kingsley (donor) with the dispenser will be sent to the Townsman. Other promotions and programs will take place throughout October and November. The dispenser will make its debut at the end of October.

4. Preparation for Advisory Committee Presentation

The Trustees discussed preparation for the upcoming meeting on October 23 at 7:00 pm, including general information about the WFL, statistics of the three branches and a very brief mention of the upcoming renovation project and the roof for the Main Library as both of these will be addressed in meetings later next spring.

5. Capital Budget

The Trustees reviewed and discussed the Capital Budget, adding 25K in FY21 for a roof/photovoltaic study.

Ann R. moved (Diane seconded) to accept the FY21 Capital budget as amended. The motion was approved unanimously.

6. Operating Budget

The Trustees discussed budget goals, challenges and ongoing issues. There was lengthy discussion about prioritizing new initiatives in the budget. Options include designating funds to phase in Fells Branch operations, to cover the salary for a Part Time ESL coordinator, to add a technology assistant as well as to purchase Microsoft Office 365. No decision was reached as to prioritizing the options.

7. Strategic Plan

Trustees reviewed initiatives in the 2019 – 2023 strategic Plan in preparation for discussion of the FY21 Annual Action Plan.

8. Annual Action Plan

The Trustees reviewed the FY21 Annual Action Plan and revised as appropriate.

Ann-Mara moved (Ann H. seconded) to approve The WFL Annual Action Plan FY21 as amended. The motion was approved unanimously.

9. Bylaw Formatting Revision

The Trustees reviewed a draft of the Bylaw Formatting Revision proposed by the Town Clerk.

Diane moved (Ann R. seconded) to accept the Bylaw Formatting Revision for Town Bylaws. The motion was approved unanimously.

10. Naming: History and Opportunities

Ann H. shared an updated spreadsheet of existing named areas and items at the Main Library. The Trustees also reviewed a draft document listing potential new naming opportunities to be considered as part of the renovation.

11. Foundation

a. Update

The WFL Foundation requested permission to use the WFL Main Library as the location for a donor cultivation event on Saturday, November 2, 2019, from 7-9 pm.

b. Fells Naming

The WFL Foundation has requested an exception to a naming policy. The Trustees discussed the request.

Ann H. moved (Ann R. seconded) to approve a request from the WFL Foundation to make an exception to the naming policy for naming of the Hills Branch replica bookcase at the Fells Branch Library. The motion failed, 4-1.

c. Alcohol Permit Request

The WFL Foundation submitted an application to serve alcohol at the Main Library during the upcoming Books & Brews event on November 2.

Ann-Mara moved (Ann R. seconded) to approve the WFLF request to serve alcohol at the Books & Brews event on Saturday, November 2, 2019. The motion was approved unanimously.

d. Capital Campaign

Meeting of the Naming Committee is upcoming.

e. Nominee Procedures

A Trustee appointment for a new Director is needed; it was noted that Kevin McDonald who has served as Treasurer is leaving the Board in June when his term finishes and it would be very helpful if the new candidate had an accounting/financial background to be able to serve in that position.

f. Annual Report to Community

The 2018 Report has been mailed and is available for patrons at the library.

12. Policy Review - Citizen Participation at Board Meetings

This item was tabled until the November 4, 2019 meeting of the Library Board of Trustees

13. SBC Update

Ann-Mara will continue to monitor.

14. New Business

None

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

All noted the following dates:

October 15 – Foundation meeting

October 23 - Advisory meeting

October 24 – Reception event at Marla’s home for Trustees, Friends and Foundation.
November 14- PBC

ADJOURNMENT

Ann H. moved (Ann R. seconded) to adjourn at 9:40 PM. The motion was approved unanimously.

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

LIST OF DOCUMENTS

1. Minutes of September 9, 2019
2. Capital Budget
3. Operating Budget
4. Strategic Plan
5. Annual Action Plan
6. Bylaw Formatting Revision Draft
7. Named Item spreadsheet
8. Draft- Naming Opportunities
9. Donor Reception Request
10. Alcohol Permit Request
11. Annual Report to Community
12. Policy review: Citizen Participation at Board Meetings

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