

**Wellesley Free Library  
Board of Trustees  
Meeting Minutes  
Monday October 18, 2021  
7:15 PM  
Online Remote Meeting**

**Present:** Marla Robinson, Chair; Ann Howley, Vice Chair; Ann Rappaport, Secretary; Diane Savage, Linshi Li, Maura Murphy, Trustees; Jamie Jurgensen, Library Director; Cara Rothman, Assistant Director; Carol Richards, IT Director; Corinne Monahan, Advisory Liaison.

**CALL TO ORDER**

Meeting called to order at 7:19 PM

**CITIZEN COMMENT**

None

**ITEMS**

**1. Minutes**

- Ann H. moved (Diane seconded) to approve the minutes of September 13, 2021. The Trustees, polled individually, unanimously approved the minutes with minor revisions.

**2. Director's Report**

- Jamie and the Trustees congratulated Cara Rothman, who completed the Boston Marathon on October 11 and raised over \$5,800 for the Friends of the WFL.
- 150 people attended the Indigenous People's Day virtual program.
- 3 staff participated in a library outreach event - a health day and flu clinic – at Barton Road, which was a great partnership with the Board of Health and a chance for the library to connect with the Barton Road neighborhood and register new library cards.
- 95 people participated at the most recent Fells Garden story time. Staff did their best to promote one-sided street parking and did not receive any complaints from neighbors.
- WFL co-sponsored the outdoor movie, "Captain America," for Wellesley Wonderful Weekend
- All staff, especially the Circulation Department, have worked incredibly hard at getting the Main Library ready to reopen, shelving over 300 grey bins and boxes on the second and first floors. Jamie and the Trustees are very appreciative of this effort.
- Staff recognition is happening this week and is generously sponsored by the Friends.

### **3. Town Report**

- The Trustees discussed the Library chapter of the Town Annual Report, sent to all Wellesley households, and agreed to submit the text written by Ann R. Jamie will send the Trustee chapter to town staff for inclusion in the full Annual Report.

### **4. Advisory – Upcoming Dates**

- The Trustees discussed their desire to present to the Advisory Committee in November (introduction to the library) and December (capital and operating budgets) to ensure they are fully explaining the Library's contributions to the community. Corinne will liaise with Advisory and inform the Trustees of the final presentation date(s).

### **5. Policies**

- Rules of Conduct Policy: Diane moved (Ann R. seconded) to approve the Rules of Conduct. The Trustees, polled individually, unanimously approved this policy with minor revisions.
- Conference Room Policy: Ann H. moved (Ann R. seconded) to approve the Conference Room Policy. The Trustees, polled individually, unanimously approved this policy with minor revisions.
- Meeting Room Policy: Tabled until next meeting.

### **6. FY23 Capital Request – Draft**

- Jamie presented a draft of the Five-Year Capital Request and explained the rationale and timing of each line item. The Trustees discussed some edits to the Capital Request with plans to revisit it at the November meeting.

### **7. Annual Action Plan**

- Tabled until next meeting.

### **8. Committee Board Appointments**

- Ann R. was added to the Town Report Committee and was removed from both the Marketing and Innovation Committees.
- Ann H. was added to the Budget Committee also added as a Foundation Liaison.
- Linshi was added to the Innovation Committee.

### **9. Wellesley Media Gift Recognition**

- Diane moved (Ann R. seconded) to allocate up to \$750 from the Director's Fund to purchase a plaque to be placed in the Wakelin Room which will acknowledge the generous donations from Wellesley Media Corp. The Trustees, polled individually, unanimously approved the motion.

### **10. Renovation Update**

- The Trustees submitted a request for interior painting funding to the Foundation, but then withdrew the request. The Trustees discussed improvements to the out of budget cycle request process.
- Request for Funds: Diane moved (Ann R. seconded) to approve the use of \$15,000 from State Aid for additional interior painting. The Trustees, polled individually, unanimously approved the motion.
- Reopening Plans:
  - The final furniture delivery has been delayed to the week of October 25
  - The reopening celebration is expected to occur in early November
  - The soft opening to the public will depend on the progress of construction

**11. Foundation After-Hours Event**

- Diane moved (Ann H. seconded) to give Marla the discretion to approve an after-hours WFLF event in November to thank the Bank of America for their generous donation.

**ADJOURNMENT**

Ann R. moved (Ann H. seconded) to adjourn. The Trustees, polled individually, unanimously approved the motion. The meeting adjourned at 10:48 P.M. The next regular meeting is November 8, 2021.

Respectfully submitted,

\_\_\_\_\_  
Ann Rappaport, Secretary, WFL Board of Trustees

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

**LIST of DOCUMENTS**

- 1: Minutes of September 13, 2021 Meeting
- 2: Wellesley Free Library Foundation Special Request
- 3: Wellesley Free Library Report FY2021
- 4: Town Report FY2021
- 5: Rules of Conduct Policy
- 6: Conference Room Reservation Policy
- 7: Meeting Room Rental Policy
- 8: Meeting Room Reservation Policy
- 9: Capital Request FY2023 – FY 2027
- 10: Action Plan FY2022
- 11: FY22 Committees
- 12 & 13: Wellesley Media Gift Recognition
- 14: Bank of America & Wellesley Free Library Foundation Event

*CMR 10/18/2021, AWR 10/21/2021, Approved 11/8/2021*